



PRESIDENT-ELECT



Position Summary:

Manage the development and provision of programs, workshops, seminars and other services provided to the chapter. Serves as a voting member of the Board of Directors.

Responsible To:

The members of the chapter
The Chapter President

Responsibilities:

- Perform all special projects as assigned by the President.
- Responsible for coordinating all functions of bi-monthly meetings including:
 - Select topics and speakers for program on topics of broad interest to chapter members
 - Reserve meeting location negotiating room rates, meal cost, facility charges, etc.
 - Coordinate A/V and any other requirements for the speaker
 - Write program overview/summary for use in the HRCI submission, PAHRA web calendar, Daily Courier and other related publications
 - Obtain bio and introduce speaker at programs
 - Create meeting flyer and distribute to membership
 - Purchase speaker gifts
- Coordinate efforts with other Chapter Board of Directors Members to best serve the membership.
- Review final preparations for meetings to assure that meetings run smoothly.
- Provide information regarding programs and services to members, potential members, and others through presentations, written communications and personal contact.
- Review program evaluations for feedback to be used in planning future events.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Upon request, assist all officers in performing their responsibilities.
- In Presidents absence attend (and preside over, if necessary) all monthly membership and Board of Directors meetings.
- Assist President in overseeing all the activities of the chapter. In absence of president, performs all presidential responsibilities.
- Attends bi-monthly chapter meetings and Board of Director meetings.
- Submits chapter meeting presentations to HRCI for recertification credits.

Requirements:

Candidate must be a member in good standing with PAHRA. This position requires an average of approximately 7.5 hours per month of volunteer time which includes bi-monthly membership and Board meetings.

Term:

1 year term.

Signature

Date