

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
VICE PRESIDENT/PRESIDENT ELECT**

Position Overview

The Vice President/President Elect serves as an elected member of the Chapter Board and assists the President in overseeing all the activities of the Chapter. In the absence of the President, the Vice President/President Elect performs all the presidential responsibilities.

Duties and Responsibilities

1. Leads in the development and implementation of short-term and long-term strategy planning for the Chapter. Utilizes results of Chapter Strategic Planning sessions to set, track and enact strategic goals for the chapter. Also utilizes the SHRM tools to set, track and enact strategic goals for the chapter. Provides ideas on strategic credit trainings and presentations.
2. Facilitates membership focus group sessions to determine member's needs, solicit volunteers and gain insight for chapter long range planning. Works with Director of Communications to conduct surveys. Takes results of surveys and creates action plan, working with Board of Directors to achieve key goals. Reports results and achievements back to chapter during monthly membership and Board meetings and via email and chapter website.
3. Coordinates chapter recognition sessions. Solicits candidates for and coordinates election of HR Professional of the Year.
4. Performs all special projects as assigned by the President.
5. Upon request, assists all officers in performing their responsibilities.
6. Attends, participates in and presides over (if necessary) any Chapter and Board meetings.
7. Promotes the SHRM Foundation at Chapter meetings and/or in Chapter newsletters.
8. Assumes the duties of the President if the position is vacated prior to the full term of office.
9. Represents the chapter in the Human Resources community.
10. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
11. Contributes items for Board approval to be included in annual Chapter goals.
12. Attends and participates in Chapter Board meetings & monthly Chapter meetings
13. Responds to requests of the Chapter President as needed.

Requirements

The Vice President/President Elect must be an HRP and SHRM member in good standing and elected annually by the Chapter membership.