



## **Position Description**

### ***President-Elect***

The President-Elect of the Chapter is an elected officer who serves a one-year term as the successor to the President. The year following the completion of their term the President-Elect assumes the role of the President. Essential functions of the position include but are not limited to:

1. Serves as an officer of the Chapter for corporate and legal purposes.
2. Serves as the acting President of the Chapter for the unexpired portion of the President's term in the event of a vacancy of the President.
3. Performs specific assignments delegated by the President.
4. Prepares for the office of President by familiarizing him/herself with Chapter structure and by-laws.
5. Sends the official nomination form to the membership by January 31<sup>st</sup> for the Thomas F. Lewinsohn Award.
6. Creates and delivers welcome letter, new member gift, and new member orientation information to new members of the Chapter.
7. Contacts public sector human resources professionals within the Chapter's boundaries to grow and maintain membership which includes two major recruitment drives.
8. Sends correspondence to members who have renewed membership.
9. Maintains board member checklists to provide to board successors.
10. Creates new board member packets and distributes to newly elected board at Spring conference.
11. Represents the Chapter at the annual Leadership Conference.
12. Automatically serves a term as President upon completion of his/her term as President-Elect.
13. Obtains a plaque for the outgoing President.
14. Chairs the awards committee.