



Vice President

Position Summary:

Assist the president in overseeing all the activities of the organization. In the absence of the president, perform all the presidential responsibilities. This person should hold a current Human Resource professional employment position.

Responsible To:

- The members of the organization
- The organization president

Responsibilities:

- Responsible for arranging the monthly speakers and yearly social, taking into consideration member interest.
- Gather speaker bio and outline and submit to SHRM/HRCI for credit.
- Ensure speakers have AV equipment as needed.
- Greet and assist with their presentation as needed.
- Introduce the speaker and deliver their gift.
- In the absence of the president, assume that role and responsibility.
- Represent the Chapter in the community.
- Participate in the development and implementation of short-term and long-term strategic planning for the organization.
- Attend all monthly membership and board of directors meetings.

Time Commitment:

Approximately/Average 6-7 hours per month