



## Vice President

### Position Overview:

Responsible for assisting the President in overseeing the activities of the organization and for booking monthly speakers. Fills in for the President in his/her absence.

### Essential Functions:

- Ensure the chapter is effectively managed in accordance with the bylaws
- Preside over monthly meetings and any standing committees to ensure the organization's goals and objectives are being met in the absence of the President.
- Ensure each board member is fulfilling their duties effectively
- Responsible for ensuring our finances are being properly managed
- Assist in leading strategic planning sessions annually or as needed
- Represent the chapter in the community
- Responsible for arranging monthly speakers and planning the annual social while taking into consideration member interests/needs.
- Submit speaker material to HRCI/SHRM monthly for credit
- Arrange AV requirements for the speaker for the monthly meeting
- Introduces the speaker and provides them with a gift
- Assist all board members as needed

### Position Requirements:

- Be an active member of HRNNI in good standing for a minimum of 2 years prior to the election
- Must be in an active Human Resource Role
- Must be able to commit to 7 or more hours per month
- Attend 80% of the monthly membership and board of directors' meetings.

### Preferred Requirements:

- Is a current HRNNI board member