



## Fargo Moorhead Human Resource Association

### President-Elect Job Description

The President-Elect is an elected officer position  
The President-Elect is the first two (2) years of the six (6) year term  
The President-Elect is a voting member of the Board of Directors  
The President-Elect must be a SHRM member in good standing  
SHRM (SHRM-CP or SHRM-SCP) and/or HRCI Certification (PHR/SPHR/GPHR) Preferred

#### Position Summary:

Serves as Chairperson of the Programming Committee, coordinates speakers for monthly meetings and workshops. Assists the Chapter President as needed and assumes responsibilities for the President in his/her absence at Board of Directors, Chapter, and State Council meetings.

#### Responsibilities:

- Manages the activities of the Programming Committee to provide speakers for monthly meetings and workshops for the Chapter membership.
  - Research potential topics and presenters for monthly meetings.
  - Coordinate speaker needs for monthly meetings (travel, A/V equipment, etc.).
  - Post monthly meeting topic information on Chapter web site and write articles for newsletter describing the content of upcoming programs.
  - Prepare and distribute monthly program notices to members.
  - Ensure payment is made and speakers are thanked appropriately.
  - Review program evaluations for feedback to be used in planning future programs.
- Assume responsibilities for the president in his/her absence at Board of Directors, Chapter, and State Council meetings.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Attend and contribute to all monthly Chapter and Board meetings including scheduled planning meetings.
- Represent Chapter at pre-determined SHRM-related events.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the President-Elect position.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.