



PRESIDENT-ELECT, PRESIDENT, PAST PRESIDENT

PRESIDENT-ELECT

Position Summary

The President-Elect is responsible for assisting the President with overseeing the activities of the chapter. In the absence of the President, the President-Elect shall assume and perform all Presidential responsibilities.

The President-Elect serves three (3) one-year terms (President-Elect, then President, then Past President).

Responsible to:

- The members of the chapter
- The chapter President

Responsibilities:

- Serves on the Executive Committee for the chapter, which consists of the President, President-Elect, Past President and Treasurer.
- Works in partnership with Board members to advance the mission and strategic goals of the chapter.
- Responsible for leading and coordinating all activities related to the Stepping Stones to Enhanced Leadership development program.
- Ensures that the Succession Planning website page remains updated for ongoing solicitation of committee volunteerism.
- Attends all chapter Board of Directors meetings. Presides over meetings in absence of the President.
- Attends the annual conference, chapter membership meetings and other chapter events.
- In collaboration with the Executive Committee members, ensures that Austin SHRM bylaws, statement of ethics and conflict of interest agreements remain current.
- Understands and interprets the chapter budget.
- Performs all special projects and assignments as directed by the President.
- Communicates with members, allied organizations and other SHRM chapters or affiliates when needed or requested by the President.
- Serves as liaison to all Board members.
- Actively engages with the Human Resources community to increase membership participation.
- Positively represents the chapter in the Human Resources community.
- Assumes other duties as required or directed by the President.

Requirements:

Must be a SHRM National and Chapter member in good standing.

PRESIDENT**Position Summary:**

Provide leadership to the local chapter consistent with state, regional, and SHRM policy, strategies, and objectives. Effectively operate the chapter so that the needs of the members are met. Perform other duties as required by the local chapter's bylaws. Serve as a voting member of the State Council.

Responsible To:

- The members of the chapter
- The State Council Director

Responsibilities:

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's Board of Directors.
- Preside over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of the chapter funds.
- Chair all meetings of chapter officers and members.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend State Council meetings and actively participate in State Council matters. Provide information to State Council as an elected representative of the chapter. Appoint proxy to attend State Council meetings when unable to attend.
- Maintain a current, active SHRM membership.
- Maintain communication with the State Council Director and the SHRM Regional Team.
- Communicate state, regional and/or SHRM's goals, policies, and programs to chapter members. Represent the State Council to local chapter leaders and the membership.

Requirements:

- Must be a SHRM member in good standing elected by the chapter membership.

PAST PRESIDENT

Position Summary:

Advise the president and other officers and members of the Board of Directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

Responsible To:

- The members of the chapter
- The chapter President

Responsibilities:

- Act as advisor to chapter board of directors regarding past practices and operations in accordance with chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Accumulate information about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) submitted to SHRM by January 31st each year for the previous year. Submission of the SHAPE is required by SHRM and covers the previous calendar year.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings