



Seattle SHRM President Elect

Role Overview:

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

Responsible To:

- Seattle SHRM Members
- Seattle SHRM Board Members

Key Responsibilities:

- Perform all special projects as assigned by the president.
- Upon request, assist all officers in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly membership and board of directors' meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter, follow up on the initiatives
- Represent the chapter in the human resources community.
- Assist with succession planning for the Board
- Partner with the president on the president onboarding and offboarding strategy Attend all monthly membership chapter and Board of Directors meetings.
- Participate in development and implementation of short- and long-term strategic planning.
- Represent the chapter in the Human Resources community.
- Attend all monthly chapter and board meetings

Qualifications:

- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- In-depth knowledge of HR practices and industry trends.
- Experience in board governance and leadership.
- Commitment to advancing the HR profession and serving the needs of the chapter's members.

Commitment:

As the President Elect of Seattle SHRM, you are expected to dedicate a significant amount of time to leading the chapter, attending meetings, representing the chapter at various levels, and ensuring the effective implementation of the chapter's strategic plan.

Resources Available:

SHRM Chapter resources, including best practices, position descriptions, operational guides, and more (available at www.shrm.org/vlrc).

- [Seattle SHRM Bylaws](#) –review annually, need revision in 2025 for aligned election process
- [Seattle SHRM President Onboarding Guide](#)
- [Seattle SHRM President Transition Document](#)
- [SHRM Volunteer Leader Resource Center](#)
 - [Volunteer Leader Playbook](#)
 - [What's New at SHRM](#)
 - [Glossary of Terms](#)
 - [Volunteer Leader Webcasts](#)
 - [SHRM Volunteer Structure](#)