

TRIHRA PRESIDENT-ELECT

Summary:

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities. Serve as a liaison and provide support to assigned TRIHRA Committees.

Responsible To:

The TRIHRA Board and TRIHRA Chapter Members
The Chapter President

Term Length:

President-Elect serves a term of 3 years (1 year as President-Elect, 1 year as President, 1 year as Past President), beginning on January 1 December 31.

Major Responsibilities:

- **Oversee Membership Committee**

Submit CLIF by December 1

Perform all special projects as assigned by the president.

- Upon request, assist all board members in performing their responsibilities.
- Attend (and preside over, if necessary) all monthly and board of directors' meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

Personal Attributes:

- Strong communication skills, able to speak in front of membership at meetings and functions. • Demonstrate strong leadership skills.
- Self-motivated and takes initiative to improve processes.
- Enthusiastically participates in TRIHRA chapter and related events.
- Possesses above average organization and time management skills.
- Practices effective and positive oral and written communication.
- Accepts responsibility and follows through to completion all assigned and volunteered tasks.

Requirements:

- Must be a SHRM member in good standing for entire term of office.

TRIHRA Board Member Expectations

All board members are expected to meet the following levels of participation and conduct: •

Consider the needs and desires of the TRIHRA members while meeting SHRM's SHAPE expectations and guidelines to meet GOLD Level standards.

- Model the desired behavior of the HR profession and positively influences the reputation of the TRIHRA board and membership.
- Represent TRIHA in the human resources community
- Attend a minimum of 80% of TRIHRA board meetings
- Attend a minimum of 80% of TRIHRA chapter member meetings; represent another board member as necessary (introduce meeting, speaker, etc.).
- Meet all expectations of the elected position and willingly accept additional responsibilities, either temporarily or for the duration of the position, in the absence of another board member or committee chair.

