



President Position Description

Summary:

- Provides 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. Serve as a voting member of the HR Florida State Council.

Reports To/Direct Reports:

- Reports To: District Director (District 1)
- Direct Reports: All board of directors, committee chairpersons, committee members

Term of Office:

- The President-Elect succeeds to the position of President for a 2-year term beginning January 1st and ending December 31st. The President succeeds to the position of Immediate Past President.

Requirements:

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

Responsible To:

- GPSHRM members
- District Director (District 1)
- HR Florida State Council

Responsibilities:

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as the chairperson of the chapter's board of directors.
- Preside over the activities of all board of directors and committees, to ensure accomplishment of chapter goals, objectives, and strategies; preside over monthly membership and board of directors' meetings.
- Monitor the use, accounting, and handling of the chapter funds.
- Attend HR Florida State Conference, HR Florida Leadership Conference, and HR Florida State Council meetings; appoint a proxy to attend meetings when unable to attend.
- Develop and implement short-term and long-term strategic planning for the chapter.
- Participate in activities on behalf of the GPSHRM chapter and/or membership as requested or required; represent GPSHRM in the human resources community.
- Submit all required SHRM and HR Florida reporting; ensure reports are submitted timely to continue GPSHRM's designation as a chapter in good standing.
- Assist other officers in the performance of their responsibilities, upon request.