



Vice President of Operations

Position Summary:

The Vice President serves as an “understudy” to the State Council President-Elect in preparation for succession to President-Elect. They work with the President to establish policy, strategies, goals, and objectives consistent with SHRM Board policies and to ensure all Council activities, goals and objectives are reached.

Responsibilities:

- Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- Assist the President, President-Elect, and Immediate Past-President in overseeing the affairs of the Council, to include the direction of activities, plans and objectives of the Council.
- Perform all duties of the President-Elect, in the absence or inability of the President-Elect.
- Manage the affairs of the Council, in the absence of the Council President and the President-Elect.
- Participate in the development of and implementation of short- and long-term strategic planning.
- Know and/or build personal knowledge about the Council and its governing bylaws.
- Stay informed of trends in the HR field and timely issues affecting members and communities.
- Provide contacts and resources to help the Council grow and develop as an organization.
- Promote and encourage local chapter involvement in HR Virginia.
- Develop and maintain Council position summaries and descriptions.
- The Vice President of Operations may not serve on any other board or State Council.
- Perform special projects or other duties as assigned by the President.

Requirements:

- Must be a SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- Serves a two-year term beginning the first day of January and ending the last day of December.
 - Year 1: Even
 - Year 2: Odd