

Role Description

Vice President

Position Summary:

Supports the President in leading the Chapter and advancing WHRMA strategic goals, programs, and member value. Assists in overseeing Chapter operations and performs the duties of the President in the President's absence or at the President's request. Works in partnership with the Board of Directors, committee chairs, and chapter volunteers to ensure continuity of leadership and successful execution of chapter initiatives.

Responsible To:

- The members of the Chapter
- The Chapter President
- The Chapter Board of Directors

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve term of office as defined by WHRMA bylaws.
- Demonstrated leadership, collaboration, and communication skills.
- Demonstrated engagement in the Chapter's initiatives, meetings, and operations.
- Ability to attend all monthly WHRMA board meetings and chapter programs as needed.
- Strong working knowledge of SHRM volunteer leader governance, chapter operations, strategic priorities, and board governance responsibilities.

Responsibilities:

- Support the President in leading the Chapter and carrying out the mission and strategic objectives of WHRMA.
- Perform the duties of the President in their absence, incapacity, or at the President's request.
- Assist in coordinating the work of the Board of Directors, committees, and Chapter volunteers to ensure Chapter goals and priorities are achieved.
- Serve as a key leadership partner in the development and implementation of short-term and long-term strategic plans for the Chapter.
- Help monitor progress against Chapter goals and support board accountability for assigned initiatives.
- Collaborate with board members and committee chairs to promote effective Chapter operations, quality programming, and member engagement.
- Provide leadership and continuity for Chapter initiatives, ensuring timely follow-up on board decisions and action items.
- Support succession planning and leadership development for future Chapter officers, committee chairs, and volunteers.
- Represent WHRMA in the human resources community and at professional events, as appropriate.
- Promote alignment with SHRM affiliate expectations, policies, and Chapter best practices.

- Serve as an ambassador for WHRMA, encouraging member participation, volunteerism, and professional connection.
- Promptly respond to any other requirements of the Chapter president and Board of Directors.
- Maintain familiarity with SHRM resources, Chapter leadership guidance, and governance practices.
- Attend WHRMA membership meetings and other WHRMA educational and networking events.
- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Perform all special projects as assigned by the Chapter President.
- Complete other assignments as requested by the Chapter President or the Board.