



Vice President, Board of Directors Position Description

Position:	Vice President of the PIHRA Board of Directors
Reports To:	PIHRA Board President and the PIHRA membership
Collaborates With:	PIHRA CEO (staff), Elected PIHRA Board Officers
Term:	Two-Years

Purpose

The board vice president assists the board president in overseeing all association activities. In the president's absence, the position performs all presidential responsibilities.

Responsibilities

- Performs all special projects as assigned by the president.
- Upon request, assists all officers in performing their responsibilities.
- Attends (and presides over, if necessary) all monthly board of directors' meetings.
- Participates in the development and implementation of short-term and long-term strategic planning for the association.
- Represents the chapter in the human resources community.

Qualifications

To perform this position successfully, an individual must be:

A current voting PIHRA member in good standing and remains so throughout the term.

A previous or current volunteer serving in any one of the following positions:

- A voting member of the PIHRA Board
- A voting member of a PIHRA Chapter Board
- A member of a standing committee or an ad hoc committee of the Board of Directors

As noted above, the requirement of serving as a previous PIHRA volunteer may be replaced by demonstrated volunteer leadership and/or board experience with another professional association or similar non-profit.