

The President Elect: The President-Elect, at the request of the President or in his/her absence or disability, may perform any of the duties of the President. He/she shall have such other powers and perform such other liaison duties as the board or the President may determine. He/she shall serve as Chair of the Annual Conference Committee. This responsibility includes planning and holding the chapter's annual fall conference as determined by the President and the Board. He/she shall have the authority to appoint subcommittees to plan and implement the activities associated with the conference. The president-elect is encouraged to attend the annual SHRM Leadership conference. The chapter requires the president-elect be a current member in good standing of SHRM throughout the duration of his/her term of office

The Vice President of Membership: The Vice President of Membership shall serve as chair of the Membership Committee. He/she shall encourage Chapter and SHRM membership growth and shall maintain in the official membership roster of the Chapter. He/she shall have such other powers and perform such other duties as the President may determine. The chapter requires the Vice President of membership to be a current member in good standing of SHRM during his/her entire term of office.

The Vice President of Programs: The Vice President of Programs shall serve as chair of the Programs Committee. He/she shall survey the membership once per year to identify topics for programs. In addition, he/she shall work closely with members from the academic and legal communities to pinpoint trends and emerging HR issues that impact our community so that the chapter can achieve its mission of keeping members abreast of developments and informed. He/she shall have such powers and perform such other duties as the President may determine. The chapter requires the Vice President of Programs to be a current member in good standing of SHRM during his/her entire term of office.

The Treasurer: The Treasurer shall be responsible for the financial affairs of the Chapter, including required filings. These responsibilities shall include financial reports to the Board and coordinating arrangements for the annual examination audit of the accounts as may be required by the Board. He/she shall be responsible for membership billing. He/she shall also perform such other duties as the President may determine. The chapter requires the Treasurer to be a current member in good standing of SHRM throughout the duration of his/her term of office.

Assistant Treasurer/Registrar: The Assistant Treasurer/Registrar is responsible for assisting with the management of the Chapter's CVENT online registration system. Confirming chapter members who are eligible to register at reduced rates based on their SHRM Member number and chapter member status as confirmed by the Regional Field office on a monthly basis. Encourage SHRM members to become chapter members. Assist at the registration table on the day of the event and monitor and reconcile all funds received for the chapter. Assist with deposit of funds to the chapter bank account as requested by the chapter Treasurer. The chapter requires the Assistant Treasurer/Registrar to be a current member in good standing of SHRM throughout the duration of his/her term of office.

The Secretary: The Secretary shall be responsible for recording the minutes of all meetings of the Chapter, shall be responsible for making all members aware of such meetings, and shall be responsible

for coordinating the activities related to the Chapter's newsletter. The chapter requires the Secretary to be a current member in good standing of SHRM throughout the duration of his/her term of office.

The Vice President of Legislative Affairs: The Vice President of Legislative Affairs shall be responsible for monitoring the Government Affairs section of the SHRM website (Federal Sector), and current legislation pending in the Guam Legislature, and shall be responsible for making all members aware of developments therein, and shall be responsible for coordinating the letter writing campaigns as recommended by SHRM. The chapter requires the Vice President for the Legislative Affairs to be a current member in good standing of SHRM throughout his/her term of office.

The Vice President of Public Sector HR: The Vice President of Public Sector HR shall be responsible for keeping Government of Guam and Federal sector HR managers informed of chapter events and initiatives, and seeking their input on issues that come before the Board. Moreover, the Vice President of Public Sector HR is responsible for encouraging HR managers in the public sector to join the chapter and actively support SHRM. The chapter requires the Vice President of Public Sector HR to be a current member in good standing of SHRM throughout the duration of his/her term of office.

The Vice President of Public Relations: The Vice President of Public Relations shall be responsible for informing the news media of upcoming chapter events, chapter initiatives and, as directed by the Board, HR issues that impact Guam employers. Moreover, the Vice President of Public Relations is responsible for placing advertisements in the print media, arranging for interviews, and TV and Radio show appearances by the Board members to promote SHRM events and discuss HR issues. The chapter requires the Vice President for Public Relations to be a current member in good standing of SHRM throughout the duration of his/her term of office.

The Student Chapter Liaison: The Student Chapter Liaison shall be responsible for keeping the Student Chapter informed of the Chapter's activities and initiatives, and coordinating student volunteers to support the chapter events when needed. Furthermore, the Liaison shall keep the chapter informed of the Student Chapter's activities and initiatives. The Liaison shall also coordinate internships and mentoring as needed. The Chapter requires the Student Chapter Liaison to be a current member in good standing of SHRM throughout the duration of his/her term of office.

Webmaster: Responsible for maintaining the SHRM Guam Chapter website and is constantly updating to ensure current information is on the website for our chapter members. The Chapter requires the Webmaster to be a current member in good standing of SHRM throughout the duration of his/her term of office.