

# Vice President

## **Job purpose**

The Vice President will be working with the CPP PIHRA Executive Board to ensure the goals for the Student Chapter Merit Award and all other goals for the academic year are accomplished. The Vice President will also be required to assist the President in supporting the Executive Board in completing any necessary tasks and will occasionally take over the President's duties when he/she is unable.

## **Duties and responsibilities**

The Vice President will be working with the Cal Poly PIHRA Executive Board, Club Advisor, and its affiliated organizations to ensure the goals of the current year are accomplished. The Vice President will be responsible for:

### **Vice President**

- Plan and organize the Student Chapter Merit Award.
- Assist the President in overseeing the processes of each of the Executive Board members.
- Assist the President in facilitating the overall process of interviewing and selecting new Executive Board members.
- Plan and assist in leading the PIHRA general meetings.
- Assist and coordinate at least two fundraisers throughout the year.
- Create a fundraising plan for the next academic year.
- Anticipate the needs of guest speakers.
- Understand the operations and responsibilities of the board to aide in proper delegation.

### **CPP PIHRA**

- Participate in General Meetings and Executive Board Meetings.
- Participate in all CPP PIHRA's socials and fundraising events.
- Assist with SHRM Merit Award.
- Assist with Evening with Industry.

## **Qualifications**

Applicants must meet the following minimum qualifications in order to be considered for this position:

### **Education**

- Enrollment at Cal Poly Pomona as a part-time or full-time student with sophomore, junior or senior status.
- Enrolled in at least 9 units per semester, excluding summer.
- A minimum 2.5 overall grade point average and good academic standing.
- A major or minor geared towards Management and Human Resources field.
- Must be an active member with Cal Poly Pomona PIHRA, PIHRA and SHRM.

### **Skills and Abilities**

- Works well with others and independently.
- Excellent verbal and written communication skills.
- Ability to take self-initiative, be a leader and demonstrate best HR practices.
- Provide proper training/instructional methods and procedures.
- The ability to assess performance of yourself, others and the organization and taking corrective actions.

### **Schedule**

- Must attend General Meetings on Tuesdays from 12:00 p.m. to 12:50 p.m.
- Must attend Executive Board Meetings on Thursdays from 12:00 p.m. to 12:50 p.m.

### **Experience**

- Must have completed MHR 301 and MHR 311.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	