



Position Description Past-President

Function

Advise the president and other members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

Responsible To

Chapter membership
Board of directors

Responsibilities

- Act as advisor to the chapter board of directors regarding past practices and operations in accordance with the chapter's bylaws.
- Upon request, assist all directors in performing their responsibilities.
- Review bylaws annually and recommend any needed changes to board of directors.
- Assist the president with accumulating information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31st each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
- Assist the president with all award submissions to the state council and SHRM each year (i.e., Best Practices award, Excel award, Pinnacle award, etc.).
- Attend all monthly membership and board of director meetings.
- Preside over monthly membership and board of director meetings as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Promote chapter sponsorship and partnerships in the business community.
- Participate in SHRM Core Leadership Area (CLA) conference calls and webinars as applicable.
- Follow the SHRM Code of Ethics.
- Represent the chapter in the Human Resource community.
- Perform other duties and projects as needed.

Requirements

Must be a SHRM national and chapter member in good standing.