

PAST PRESIDENT

Position Summary:

Advise the President and other officers and Board of Directors' members regarding past practices, general operations, and other matters to assist in the smooth running of the organization.

Responsible To:

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

Responsibilities:

- Act as advisor to Chapter Board of Directors regarding past practices and operations in accordance with chapter bylaws. Upon request, assist officers in performing their responsibilities.
- Act as Chair of Bylaws Committee, reviewing Bylaws and recommend any needed changes to Board of Directors for a vote and chapter approval.
- As Chair of Nominating Committee, develop a slate of qualified candidates for open Board of Directors positions in accordance with the Bylaws. Communicate the open positions to the membership for a vote.
- Accumulate information all year about the chapter and compile it for the Chapter Achievement Plan submitted to SHRM & /SHRM Regional Team by January 31st of each year. Submission of the CAP is required by SHRM and covers the year just passed.
- Prepares submissions for Chapter Pinnacle Award nominations, if applicable.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resource community and community at-large.
- Attend all monthly membership and Board of Directors' meetings.