

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 members of the Board of Directors and Chapter
The Chapter President

Responsibilities:

- Act as advisor to Chapter Board of Directors regarding past practices and operations in accordance with Chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- Perform all special projects as assigned by the President.
- Upon request, assist all officers in performing their responsibilities.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Serve as Chair of the Bylaws and Nominating Committees.
- As Chair of Bylaws Committee, review 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.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Must be a SHRM member in good standing elected by the Chapter membership.

Resources Available:

- SHRM supplies the following resources for Chapter Past-Presidents
 - Award Programs (Pinnacle, etc.)
 - Chapter Achievement Plan
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - SHRM Strategic Planning Toolkit
 - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>