



## 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 31<sup>st</sup> 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.