



Job Description

PAST PRESIDENT

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:

- A. The members of the chapter
- B. The Chapter President

RESPONSIBILITIES:

- A. Act as advisor to chapter Board of Directors regarding past practices and operations in accordance with chapter's bylaws.
- B. Will assist the Professional Development/Certification Director and Co-Chair in performing their job responsibilities
- C. Serve on the Nominating Committee to identify and elect Board Members for vacant positions (can solicit Board feedback as appropriate).
- D. Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- E. Represent the chapter in the Human Resources community.
- F. Attend all monthly membership and Board of Directors meetings.

RESOURCES AVAILABLE:

SHRM supplies the following resources for Chapter Past-Presidents

- o Chapter Best Practices
- o Chapter Position Descriptions
- o SHRM Leaders Guide
- o SHRM Strategic Planning Toolkit
- o And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/chaphelp.asp>