

## **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's bylaws. Upon request, assist officers in performing their responsibilities.
- 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.
- Accumulate information all year about the chapter and compile it for the Chapter Achievement Plan submitted to SHRM by January 31 each year. Submission of the Chapter Achievement Plan is required by SHRM and covers the year just passed. Submissions should be sent no later than January 31 to your SHRM Regional Team at SHRM.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

### 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>