

Chapter Past President Position Summary

Advise the president and other officers and 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:

- 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 annually and recommend any needed changes to board of directors.
- As chair of Nominating Committee, develop slate of qualified candidates for open positions on the board of directors in accordance with bylaws. Communicate nominees to fill open positions to membership for a vote.
- Accumulate 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 each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
- 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 resources community.
- Attend all monthly membership and board of directors meetings.