



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 members of the 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.
- Accumulate information about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) submitted to SHRM by January 31st each year for the previous year. Submission of the SHAPE 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