

## 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 a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. Communicate the nominees to fill open positions to the 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.

### Resources Available:

- SHRM supplies the following resources for chapter past-presidents
  - Award Programs (Pinnacle, etc.)
  - SHRM Affiliate Program for Excellence (SHAPE)
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Fundamentals of Chapter Operations
  - SHRM Strategic Planning Toolkit

And MUCH MORE...[available online](#)