



## **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.

### **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.
- Upon request, assist president and president elect in selection a list of nominees for future board positions.
- 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.

### **Responsible To**

- The members of the chapter
- The chapter president
- The board of directors

### **Resources Available**

SHRM supplies the following resources for chapter exhibitor chairs

- Award Programs (Pinnacle, etc.)
- SHRM Affiliate Program for Excellence (SHAPE)
- Chapter Best Practices
- Chapter Position Descriptions
- Fundamentals of Chapter Operations
- SHRM Strategic Planning Toolkit