



## JOB DESCRIPTION

<b>Position title:</b>	<b>Immediate Past-President</b>	<b>Effective:</b>	<b>8/1/2018</b>
<b>Reports to:</b>	<b>President</b>	<b>Status:</b>	<b>Volunteer</b>
<b>Level:</b>	<b>Executive Board Member, Chapter</b>	<b>Term:</b>	<b>2 years</b>

### 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
- The chapter board of directors

### Position 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 Committee.
- As chair of Bylaws Committee, review bylaws annually and recommend any needed changes to board of directors.
- Oversee the chapter Career Center to including soliciting open positions, approve HR-related open position postings, and billing non-members for job postings.
- Be a mentor to select board positions as identified by the President.
- 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.
- Recommend community service projects to be supported by the chapter.
- Maintain communication with the state council and SHRM staff as needed.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Upon completion of the position's term, assist the incoming Immediate Past-President to assure a smooth transition of responsibilities and continuity of knowledge and resources.



### **Requirements:**

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

### **Resources Available:**

- SHRM supplies the following resources for chapter Past-Presidents:
  - SHRM Affiliate Program for Excellence (SHAPE) Planning Workbook
  - Chapter Best Practices
  - SHRM Guide to Chapter Financial Management
  - SHRM-Approved Graphics
  - SHRM Graphics Standards Manual for Affiliates
  - Fundamentals of Chapter Operations
  - SHRM Strategic Planning Toolkit
  - Succession Planning for Your Chapter Board of Directors

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

**Note:** Check for new and updated resources that are continually being developed.