

## **Past President**

### **Position Summary:**

The job of the Past President is to serve as an advisor for the new board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter.

### **Responsible To:**

Members of the chapter  
Chapter President and Board of Directors

### **Responsibilities:**

- Acting as an advisor to the chapter board of directors regarding past practices and operations in accordance with the chapter's bylaws.
- Preparing and submit SHAPE and Excel Award submissions for the prior year (year when served as President), adhering to SHRM established deadlines.
- Serving on the nominating committee to ensure future chapter success.
- Participating in board meetings and chapter events.
- Leading or assisting in special projects as requested by the President.
- Representing the chapter in the HR community.