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 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 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.
- In conjunction with the Association Management Company (AMC), accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) to be submitted to SHRM by January 31 each year. Submission of the SHAPE is required by SHRM and covers the year previous calendar year.
- In conjunction with the AMC, assists with submissions for chapter Pinnacle Award nominations, if applicable
- Attend all monthly membership and board of directors meetings.
- Participate in the SHRM Core Leadership Area conference calls and webcasts, as 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.
- Complete other assignments as requested by the president or the board of directors.

Resources Available:
- SHRM supplies the following resources for chapter past-presidents
    - SHRM Affiliate Program for Excellence (SHAPE)
    - Chapter Leader Resource Guide: Fundamentals of Chapter Operations
    - Chapter Best Practices
    - Chapter Position Descriptions
    - SHRM Strategic Planning Toolkit
    - Award Programs (Pinnacle, etc.)
    - www.shrm.org/vlrc