**PAST-PRESIDENT**

*Revised: January 2023*

**Function:**

Serve as a consultant to the Board by attending monthly Board meetings. Continue to provide leadership to the Chapter and assist with strategic planning and Chapter objectives.

**Responsible To:**  President

**Committee Liaison:** Diversity Committee

**Responsibilities:**

* Advise Chapter President and Board on matters affecting the operations of the Chapter.
* Participate in Board recruitment activities including identifying potential Board members.
* Provide information on Board membership to prospects and Chapter members.
* Identify Chapter members with diverse backgrounds who might be interested in volunteer leadership opportunities.
* Assist in the training and integration of the President-Elect and President.
* Also assist with orientation and integration of new Board Members.
* Assists the President with other duties as assigned.
* Complete/assist the SHRM Affiliate Program for Excellence (SHAPE) and Chapter Leadership Information Form (CLIF) for current year.
* Encouraged to attend Full State Council meetings – virtual or in person.
* Attend State SHRM Conference and Conference Events.
* Participate in the SHRM Core Leadership Area webinars.

**SHAPE Activities (suggested):**

* Use Volunteer Leader Resource Center resources (<http://shrm.org/chapters/resources)>.
* Properly and consistently display SHRM "AFFILIATE OF" logo on Web site, chapter letterhead, publications and/or products.

**Requirements:**

* Must be a local SHRM member in good standing.
* Maintain regular Board/Chapter meeting attendance. Miss no more than two (2) Board meetings per term.
* Must be a local SHRM member in good standing elected by the Chapter membership