**PAST-PRESIDENT**

**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:** Nominations Chair

**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.
* Serve as Board Liaison to the Nominations Chair.
* Assists the President with other duties as assigned.
* Complete the SHRM Affiliate Program for Excellence (SHAPE) for current year.

**Requirements:**

* Maintain regular Board/Chapter meeting attendance. Miss no more than two (2) Board meetings per term.