

## **Position Title: Past President**

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### **Position Summary:**

Serve as an appointed/elected member of the Chapter leadership. 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. Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter membership.

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### **Responsible To:**

The members of GMA SHRM  
The Chapter President  
State Council SHRM Foundation director

### **Position Responsibilities:**

- Act as advisor to Chapter Board regarding past practices and operations in accordance with Chapter's bylaws. Upon request, assist officers in performing their responsibilities.
- As chair of Bylaws Committee, review bylaws and recommend any needed changes to Board.
- Educate the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation.
- Encourage the Chapter membership to contribute financially to the SHRM Foundation as a show of support for the human resources profession.
- Encourage the Chapter membership to support an annual contribution to the SHRM Foundation by the Chapter.
- Advise and update the Chapter membership of the SHRM Foundation's activities and fund-raising needs.
- Lead the philanthropic committee.
- Engage senior level leaders within the Chapter.
- Coordinate philanthropic events (i.e. annual Golf Outing, etc.)
- Participate in the SHRM Foundation Core Leadership Area conference calls and webcasts.
- Coordinate and/or write regular philanthropic updates for Chapter newsletter.

### **General Board Responsibilities:**

- Present regular updates to the Chapter President and Board.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Complete respective area of responsibility of the Chapter Achievement Plan (CAP.)
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Respond to any other requirements of the Chapter President and/or the State Council Foundation Director.
- Maintain SHRM member ship for term of office.

**Last Updated: 3/19/2008**