



Elk River, MN

PAST PRESIDENT

Position Summary:

Advise/Mentor 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. Serves a one-year term immediately following fulfillment as Chapter President.

Responsible To:

The members of the Chapter
The Chapter President
The Chapter Board of Directors

Requirements:

- Must maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must attend monthly membership meetings and Board of Directors meetings as scheduled

Responsibilities:

- Ensure a smooth transition for incoming Chapter President and Board Members
- Act as advisor to Chapter Board of Directors regarding past practices and operations in accordance with Chapter 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 slate of nominees to fill open positions to Chapter members; conduct vote on same
- Accumulate Chapter information and compile same for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31 of each year. Submission of the year-end report is required by SHRM and covers the previous calendar year
- Prepares submissions for Chapter Pinnacle Award nominations, if 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

Resources Available:

- SHRM supplies the following resources for chapter membership/at-large directors
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Involving Senior HR Professionals
 - Fundamentals of Chapter Operations
 - SHRM Membership Recruitment and Retention Toolkit

And MUCH MORE...available online at www.shrm.org/vlrc