



BNHRC Position Description PAST PRESIDENT

Position Summary:

Advise the President and other Officers and Board members regarding past practices, general operations, and other matters to assist in the smooth running of the organization.

Responsible To:

- The members of the chapter
- The members of the Board
- The chapter President

Responsibilities:

- Acts as advisor to the Board regarding past practices and operations in accordance with the chapter's bylaws. Upon request, assists officers in performing their responsibilities.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31 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.
- Attends and participates in monthly Board and chapter meetings.
- Provides updates at monthly Board meetings, chapter meetings and in membership communications, as needed.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represents the chapter in the Human Resources community.

Revised 8/15/2017