

## Position Title: Past President

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### Position Summary:

Serve as an appointed/elected member of the Chapter Leadership team. 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. Chairs the Philanthropic Committee by promoting the chosen philanthropic partner and all activities related to this relationship. Educate, promote, and represent the interests of the SHRM Foundation and its activities to the chapter members. Serve as a voting member of the board, up to a maximum term of eight (8) years on the Board.

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### Responsible To:

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

### Position Responsibilities:

- Acts as an advisor to the Chapter Board regarding past practices and operations in accordance with Chapter Bylaws
- Assists other Board Members with their responsibilities upon request
- Reviews Bylaws and recommends any needed changes to the Board
- Chairs the Philanthropic committee
- Ensures the committee supports the chosen partner throughout the fiscal year
- Chairs the annual philanthropic golf outing
- Coordinates the choice of philanthropic partner for the year
- Coordinates and/or writes regular philanthropic updates for the chapter newsletter
- Educates the Chapter membership regarding the existence, purpose, and ongoing activities of the SHRM Foundation
- Encourages chapter membership to support an annual contribution to the SHRM Foundation as a show of support for the human resources profession
- Advises and updates the chapter membership of the SHRM Foundation's activities and fund-raising needs
- Manages/collects donations for the annual State SHRM Conference Foundation donation from GMA SHRM
- Engages the senior level leaders within the chapter

### General Board Responsibilities:

- Present regular updates to the Board.
- Complete respective area of responsibility of the SHAPE.
- Represent the Chapter in the human resources community.
- Attend all GMA SHRM Board meetings.
- Participate in the development and implementation of short-term and long-term strategic planning of the chapter.
- Maintain SHRM member ship for term of office.
- Responds to any other requirements of the Chapter President and/or State council Foundation Director.
- Complete quarterly review form of Chapter Administrators.

Last Updated: 3/8/2013