



JOB DESCRIPTION

IMMEDIATE PAST PRESIDENT (Last Updated – 09-01-2024)

Position Description & Duties:

The Immediate Past President is responsible for advising the President Team, Chapter Administration 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.

Responsible To:

Members of GMA SHRM

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 Board bylaws and recommends changes, as necessary.
- Assists the President Team in promoting annual succession planning activities for the chapter.

Requirements:

- Regular attendance at GMA SHRM board meetings.
- Attendance at bi-annual GMA SHRM strategic planning meetings.
- Participation in annual GMA SHRM budget meetings.

Term & Commitment:

- Serves a three-year term from July 1-June 30 in the following roles: President-Elect, President, and Immediate Past President. Total term is limited to a maximum of eight years on the Board.
- Monthly time commitment: six to seven hours.