



Position Description

PAST PRESIDENT

SUMMARY OF RESPONSIBILITIES:

Advise the board regarding past practices, general operations, and other matters to assist in the smooth operation of the chapter. Provide ethics oversight to ensure compliance with statement of ethics described in chapter by laws. Accumulate records and copies of EHRA activities for historical and award application purposes. Ensures Chapter activities are developed, monitored, and maintained so the SHRM Chapter Activity Plan is accurately compiled to sustain Superior Merit status.

TIME COMMITMENT:

Monthly attendance at board and chapter meetings (four hours); minimal time each month for Chapter Activity Plan preparation and distribution; additional time commitment fluctuates based on timing of award submissions, call for candidates, nominating committees for slate of officers and EHRA HR Professional of the Year (twenty-five hours annually).

SPECIFIC DUTIES:

1. Accumulates records and copies of EHRA activities for Superior Merit Award.
2. Reports monthly to the Board on the status of the Chapter Achievement Plan to sustain Superior Merit status.
3. Makes recommendations of activities to develop to ensure the Superior Merit Award is achieved.
4. Submits applications for Foundation's Chapter Champion, Indiana Excellence Awards (HR Professional of the Year, Volunteer of the Year, and Chapter of the Year), and SHRM Pinnacle Award as determined by President or Board of Directors.
5. Submits "Call for Candidates" information to chapter members through EHRA Newsletter and distributes forms to current board members. Summarize responses and distribute to President to assist in the appointment of board members.
6. Coordinates and serves on the Nominating Committee with previous Past President and current President to prepare slate of officers for Annual Membership Meeting.
7. Coordinates and assists previous year winner of EHRA HR Professional of the Year to solicit Nominations for current year in October edition of EHRA newsletter.
8. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
9. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
10. Attends all board and chapter meetings.
11. Represents the chapter in the human resources community.