



**Human Resources Association  
of Greater Detroit**

**IMMEDIATE PAST PRESIDENT**

**Position Summary:**

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

**Responsible To:**

The chapter President  
The chapter Board of Directors  
The members of the chapter

**Responsibilities:**

- 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.
- Assist President and President-elect in defining the strategic goals and objectives of the chapter.
- Assist the President and President-elect as needed.
- Serve as Chair of the Bylaws and Nominating Committees. – Bylaws have been revised by President, President Elect chairs Nomination Committee
- Assist with the review of Bylaws.
- Chairs Advisory Panel meetings in April and October. Ensure agenda is sent out prior to each meeting and minutes are taken and distributed after each meeting.
- Back up to Secretary/Treasurer for taking Board Meeting minutes.
- Succession Planning – distributes, collects and summarizes succession planning questionnaires to board members and committee members. Information provided to President and President Elect for discussion with Nominating Committee.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Represent the chapter in the Human Resources community.
- Attend all monthly chapter and Board of Directors meetings.

**Resources Available:**

- SHRM supplies the following resources for Chapter Past-Presidents
  - Award Programs (Pinnacle, etc.)
  - Chapter Achievement Plan
  - Chapter Best Practices
  - Chapter Position Descriptions
  - SHRM Leaders Guide
  - SHRM Strategic Planning Toolkit
  - And MUCH MORE...available online at <http://www.shrm.org/chapters/resources/default.asp?page=chaphelp.htm>