

**HUMAN RESOURCE PROFESSIONALS OF CENTRAL PENNSYLVANIA
IMMEDIATE PAST PRESIDENT**

Position Overview

The Immediate Past President serves as a member of the Chapter Board for one or two years following his/her service as Chapter President, dependent upon length of term of succeeding President. In the absence of the President and the Vice President, the Immediate Past President performs all the presidential responsibilities.

Duties and Responsibilities

1. Completes and submits the annual Chapter Activity Plan to SHRM.
2. Coordinates annual Nominating Committee to present slate of nominees, for next calendar year, at the October chapter meeting. Advises the membership of the slate in advance. Coordinates annual election at November chapter meeting.
3. Oversees the annual Board election process.
4. Arranges the annual volunteer recognition lunch for Chapter committee members.
5. Coordinates monthly HR Senior Leadership group sessions.
6. Works with Professional Development Certification Director and committee to set up and facilitate monthly Leadership Lunch & Learn sessions.
7. Attends, participates in and presides over (if necessary) all monthly membership and Board meetings. Supports monthly Leadership Lunch & Learn sessions.
8. Represents the chapter in the Human Resources community.
9. Assists with Volunteer development by talking with members of the chapter about the benefits of volunteerism and encouraging members to be part of events, committees and/or board of directors. Meets and greets members to network with new and senior members to increase engagement. Works with other Directors to solicit volunteers for committees or events.
10. Contributes items for Board approval to be included in annual Chapter goals.
11. Attends and participates in Chapter Board meetings & monthly Chapter meetings.
12. Responds to requests of the Chapter President as needed.

Requirements

The Immediate Past President must be an HRP and SHRM member in good standing.