



Fargo Moorhead Human Resource Association

Past President Job Description

The Past President is an elected officer position, initially elected as President-Elect
The Past President is in the fifth and sixth (5 & 6) years of the six (6) year term
The Past President is a voting member of the Board of Directors
The Past President must be a SHRM member in good standing
SHRM (SHRM-CP or SHRM-SCP) and/or HRCI Certification (PHR/SPHR/GPHR) Preferred

Position Summary:

Advise the President and other officers and Board of Directors members regarding past practices, general operations, and other matters to assist Chapter operations.

Responsibilities:

- Act as advisor to Chapter Board of Directors regarding practices and operations in accordance with Chapter's bylaws.
- Assist Chapter officers in performing their responsibilities.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and constitution.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Serve as Chairperson of the Chapter bylaws.
- Review bylaws and recommend any needed changes to Board of Directors for a vote, Chapter approval, and SHRM approval.
- As Chair of Succession Planning Committee, develop a slate of qualified candidates for open Board of Directors positions in accordance with the bylaws. Communicate the open positions to the membership for a vote. Coordinate annual election with Administrative Director.
- Administer bi-annual salary survey in conjunction with 3rd party consulting firm
- Promote the ND SHRM Professional Excellence Award to Chapter members.
- Work with Communications Director to maintain and update content for the following FMHRA website pages: Wage and Salary Survey, Bylaws, and Volunteer Opportunities.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Past President position.
- Coordinate the Chapter acknowledgement of outgoing Board Members.
- Along with President, serve as government affairs/legislative contact for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend and contribute to all monthly Chapter and Board meetings including scheduled planning meetings.
- Represent Chapter at pre-determined SHRM-related events.