



Job Description

Board Position: President Emeritus
Length of Term: One Year
Revision Date: March 2024

Position Summary

As a past President, the President Emeritus advises the current President, officers, and Board members regarding past practices, general operations, and other matters to assist in the smooth operation of the Chapter. The President Emeritus serves a one-year term.

Responsibilities

- Act as an advisor to chapter the chapter's directors regarding past practices and operations in accordance with chapter's bylaws.
- Upon request, assist officers in performing their responsibilities.
- Serve as chair of the Bylaws and Nominating Committees.
- As chair of Bylaws Committee, review bylaws annually and recommend any needed changes to board of directors.
- As chair of the Nominating Committee, develop a slate of qualified candidates for open positions on the board of directors in accordance with the bylaws. Communicate the nominees to fill open positions to the membership for a vote.
- Accumulate information all year about the chapter and compile it for the SHRM Affiliate Program for Excellence (SHAPE) Year-End Report submitted to SHRM by January 31 each year. Submission of the year-end report is required by SHRM and covers the previous calendar year.
- Prepares submissions for chapter Pinnacle Award nominations, if applicable.
- Complete special projects upon request.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Assist with event management duties.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized

- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President