

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT**  
**(Affiliated Chapter of the Society for Human Resource Management)**

**IMMEDIATE PAST PRESIDENT – Board of Directors**

**Function:**

Serve as an Officer of the Board of Directors for the Association to provide continuity and experience to the newly elected Officers and Directors and to ensure a smooth transition in the leadership of the organization.

**Responsible to:**

President – Board of Directors

**Responsibilities:**

1. Attend and participate in all scheduled and special Board and Association meetings.
2. Support of the Board of Directors' and the Association's "PURPOSES" and adherence to the Association's "CODE OF ETHICS."
3. Work closely with the newly elected President for the Association to ensure a smooth transition in the leadership of the organization as newly elected Officers and Directors assume their responsibilities.
4. Serve as an advisor to the Nominating Committee for the Association, as appointed by the President.
5. Serve as a member of the Bylaws Committee, as appointed by the President, to ensure a thorough and proper understanding of the existing bylaws and the effects or impact of proposed changes/revisions to the bylaws.
6. Perform such other duties as the President or the Board may assign.

**Performance Expectations:**

1. In order to insure a quorum is present at Board meetings and that business can be conducted, Board members will attend all Board meetings. When this is not possible they will contact the Secretary in advance of the meeting. If the Secretary is not available, the Board member should contact the President of the Board.
2. Failure to attend Board meetings on a consistent basis (regardless of notification) may impact continued service on the Board.
3. Committee participation is strongly encouraged for all Officers.
4. Active participation in discussions at Board meetings and special Board meetings.
5. Represent the Association in a positive manner at meetings and other events.