



Position Description ***Past President***

The Past President of the Chapter is an elected officer who serves a one-year term as the officer second in rank to the Chapter President. Essential functions of the position include but are not limited to:

1. Serves as an officer of the Chapter for corporate and legal purposes.
2. Updates Chapter by-laws as needed and submits to Association Headquarters for approval.
3. Performs specific assignments delegated by the President.
4. Responsible for regularly monitoring the IPMA-HR GKC email account.
5. Responsible for on-going and/or needed revisions to the Chapter's bylaws, Member Information Handbook, Board Position duties and checklists.