

## Immediate Past State Director

### Position Description

Updated: October 2024

**Function:** Serves as a member of the State Council providing the continuity of leadership. Provides advice and counsel to the State Director.

**Responsible To:** The State Director

### Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all Council meetings.
2. Assists in the identification, recruitment and selection of future Council leaders.
3. Provides mentorship to State Council members.
4. Prepares reports and related material for the State Council Director as a function of providing guidance.
5. Coordinates the annual ND SHRM Volunteer Leader Award.
6. Represents the Council to SHRM chapters and the public as required.
7. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference.
  - a. Leads the speaker committee
  - b. Participates in other committee/s as assigned.
8. Performs other duties as assigned by the State Director.

### Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Attendance required at 75% of State Council meetings via phone, virtually, or in person
3. Must have served a term of office as State Director. Immediate Past State Director position is the third two-year phase of a six-year term.

*I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.*

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Signature

\_\_\_\_\_  
Date