

# College and University Professional Association for Human Resources

## Southern Region

### Position: Past Chair

#### Position Summary

Serves as advisor to the Chair of the Board and may serve on the CUPA National Board of Directors; chairs the Region Nominating Committee and facilitates the Board nomination process, acts as Chapter liaison for the Region, attends at least one Chapter conference on behalf of the region in addition to their own chapter conference, updates the Regional policy manual, conducts site visits for future conferences.

#### July

1. Attends association leadership program and Board Meeting.

#### August

1. Reviews Board Calendar of Duties forwarding any recommended changes to the Chair.

#### September

1. Attends fall Board meeting.
2. Compiles and submits awards nomination article for fall newsletter.
3. Contacts Chapter Chairs requesting information for the fall newsletter.

#### October

1. Updates policy manual.
2. Attends National Conference.

#### November

1. Updates informational packet to conduct site visits for future conference sites.
2. Conducts site visits.

#### December

1. Assembles nominating committee for the Board.

#### January

1. Initiates call for, and solicit potential Board candidates. Develops slate of candidates.

### February - April

1. Assists Chair and Chair Elect as needed to coordinate and finalize Conference program, keynotes and events.

### May/June

1. Attends Board meeting and Conference
2. Organizes historical Board material/archives by updating award list etc.
3. Personally thanks corporate partners, exhibitors and volunteers who assisted in conference.

### July/September

1. Throughout provides linkage with National Board issues and activities (if applicable.)
2. Determines/identifies potential and new leaders.
3. Serves as liaison with local Chapter.
4. Assists in the development of new Chapters.