

Northeast Wisconsin Payroll Chapter

Job Title: Past President	Term Commitment: One year
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Position Overview

This is an Officer position that is responsible for coaching and providing guidance to the current President and Board. As an active member of the Board, is responsible for helping board members set and achieve goals for Chapter growth and advancement. Also responsible for supporting all Chapter award submissions with the National PAYO chapter. This is the final year of the three-year commitment of Vice President, President and Past President.

Essential Job Functions

- Provide coaching and mentoring to current President and Board
- Assist with finding meeting speakers for all monthly chapter meetings
- Support and attend Chapter meetings and Board meetings
- Provide training, documents, support to the Vice President through their transition to President at the beginning of the year
- Support the submissions of all NWPC submissions to PAYO for Chapter Awards. This includes, but not limited to: Chapter of the Year and National Payroll Week
- Voting member of Board and Chapter meetings
- Attend and participate on Chapter committees as assigned by the President

Chapter Monthly Meeting Job Functions

- Run business portion of the monthly Chapter meeting if assigned by President or Secretary
- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly Chapter meetings
- Attend scheduled Board meetings
- Be a member of the local Chapter in good standing
- Be a member of National PAYO in good standing

Other Skills/Abilities

- Must have leadership abilities
- FPC or CPP preferred
- Must have been President the previous year

Time Commitment

- 5 hours monthly outside of chapter meeting
- Participation in the chapter meetings

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.