

3040.7
COMMITTEES

Past Presidents Committee Chair
Job Description
(approved 1/13; 8/13)

It is the responsibility of the past presidents to support the mission and vision of the organization.

General Duties:

1. To oversee the creation of the annual action plan which includes committee goals, activities, a timeline for those activities, and budget.
2. To submit the annual action plan to the president for review.
3. To prepare a final draft of the committee's annual action plan for submission to the board of directors at its January board meeting.
4. To hold committee meetings for the purpose of accomplishing the activities enumerated in the committee's approved annual action plan.
5. To solicit the help of the president and/or board of directors to meet goals outlined in the annual action plan.
6. To attend meetings as called by the president.
7. To maintain an action plan copy and copies of other important documents to be passed on to the next chair.