

2011
BOARD OF DIRECTORS/ OFFICERS (C)
(approved 11/98; 1/10; 4/13; 1/15; 10/17; 1/19)

Past President
Job Description

It is the responsibility of the past president to support the work of the board of directors and serve as chair of the policy committee that revises the policy manual in accordance with corporation changes.

General Duties:

1. To serve as chair of the policy committee that annually reviews all policies.
2. To maintain an electronic policy manual and submit policy changes for approval by the board of directors.
3. To submit any electronic, read-only (pdf) policy manual edits to the president for the next board meeting agenda.
4. To serve as chair of the past presidents' committee.
5. To work with the president to conduct the annual evaluation of the director
6. To serve as member of the executive committee.
7. To distribute an updated electronic policy manual to the executive committee, director, and office staff at the January board meeting.
8. To oversee the elections for open board and officer positions including chairing a nominating committee comprised of board and members.
9. To maintain copies of important documents to be passed on to the next past- president.
10. Other duties as assigned by the president or board of directors.