

## **SAMPLE BOARD DESCRIPTIONS**

Position: **Past President**

### **Description:**

The Past President is an officer of the Board of Directors having completed duties as President of the chapter. The Past President shall participate in the recruitment of future officers and members of the Board of Directors by serving on the Nominating Committee.

### **Responsibilities:**

Attends all regular and special meetings of the Board of Directors and the membership, and notifies the President if unable to attend.

Participates in the formulation of the chapter's strategic and/or short and long-range plans including annual goals and objectives.

Contributes to the development, approval and monitoring of the chapter annual budget.

Evaluates chapter policies and programs on a regular basis and makes appropriate recommendations.

Bring member issues and concerns to the attention of the Board of Directors for consideration and action.

As a member of the Nominating Committee, seek qualified member candidates for election to the Board of Directors.

May chair a committee or special task force and/or serve as a member of or liaison to at least one other committee in addition to the Nominating Committee, as assigned by the President.

Performs any other non-specified duties necessary to further the business of the chapter as duly authorized by President and/or the Board of Directors.

**Term of Office:** One (1) year

### **Qualifications:**

Demonstrated leadership skills, strong business acumen, and a commitment to perform in an orderly and responsible manner all duties of the office.