

## **Past President**

**Summary description of position/committee responsibilities:** The past president is a “voice of reason”, speaking from past experience on the board. She has been present for the past two years at board and general meetings and often remembers items/topics that have been discussed or evaluated. As past president, you can help remind the current board how to follow rules of order and remind the current president of when things need to be completed during the year.

The past president will also help to keep job descriptions on the website for viewing by the membership.

**Forms used: none**

**Budget: none needed**

**Detailed description of tasks/responsibilities:**

- a. Yearly tasks – maintain the Job Descriptions listings. May be called upon to perform financial audits as well as ongoing evaluations of by-laws and policies and procedures.
- b. Monthly tasks – attend monthly board meetings
- c. Other tasks – provide support and expertise to the current president when needed