



### **Board Role Description**

**Position:** Immediate Past President

**Reports To:** President

**Position Summary:** Supports President in overall management of chapter and ensures continuity in transitions from year to year. Supports Nominations process with PE to ensure sustainability and growth of chapter. Provides guidance and oversight of chapter governance.

#### **Specific Responsibilities:**

- Attends all board meetings and chapter calls
- Supports President in all activities and overall management of chapter
- Provides leadership and guidance to board of directors to ensure properly run meetings and execution of chapter initiatives.
- Oversight of chapter governance to ensure bylaws, policy manuals are maintained and followed.
- Chair of Nominations Committee and supports PE in Nominations process and planning
- Gives guidance on budget and event planning strategies in support of overall mission