

## **ROLE DESCRIPTION - PAST- PRESIDENT**

### **Club (Bylaw) Responsibility**

1. As a member of the Board of Directors, manage the affairs of the Club and exercise all powers of the Club acting in good faith and in the best interests of the Club.
2. Serve as Chair of the Nominating Committee.
3. Present the list of Candidates for election to the Annual General Meeting.

### **Reporting Relationships**

Accountable to the Board of Directors and members of the Club.

### **Position Purpose**

1. To further the mission of the Club in keeping with the constitution and bylaws, policies, procedures and the strategic plan of the club.

### **Key Responsibilities and Duties**

1. When a new Board of Directors is elected at the annual meeting, provide continuity from retiring Board.
2. Serve as chair of the Nominating Committee to recruit and nominate members for election to the Board of Directors each year.
3. As chair of the Nominating Committee, present a list of candidates to the annual meeting.

### **Scope**

The Past-President acts to provide continuity between the outgoing Board of Directors and the newly elected Board of Directors. Other than acting as chair of the Nominating Committee, the Past-President has no specific responsibilities.

### **Tasks**

1. Attend and participate in meetings of the Board of Directors.
2. Chair the Nominating Committee:
  - receive from Board of Directors the list of vacant positions for the Board of Directors for the next fiscal year;
  - seek/recruit nominations for the offices;

- present a list of candidates for election to the Board of Directors to members at the annual meeting;
  - accept nominations from the floor;
  - in the event of more than one nomination for an office, distribute a written ballot to those Members present and in good standing.
3. From time to time, chair or be a member of ad hoc committees.
  4. Perform other duties as required.

**August 2019**