

SAMPLE TEMPLATE

POSITION TITLE: Past Chairperson or Past President

AUTHORITY

- The board of directors is the legal authority for the community league.

TERM OF OFFICE

- Term of office is for ____ years.
- Past chairperson or past president is not elected, but remains on the board until a new president is elected.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

RESPONSIBILITIES

- Not an automatic position so it must be stated in the league's bylaws if desired.
- Serves on the executive committee.
- Supports current chairperson.
- Often chairs nominating committee for recruitment of new board members.
- Assists with training and orientation of the Board of Directors.
- Provides historical continuity.
- If this position becomes vacant within the current president's term:
 - o it can remain vacant until a new president is elected,
 - o the previous past president can complete the term,
 - o other past presidents can complete the term.