



## **PAST PRESIDENT**

The term of Past President is one year. The following are the duties and responsibilities of the Past President.

The Past President shall:

1. Provide continuity of information between the current and past Branch Council with respect to protocol, activities and other Branch related duties.
2. Act as Chairperson of the Nominations Committee (unless the individual is running for election to another Branch Council position).
3. At the direction of the President and Branch Council, review the terms of reference for the Branch Council positions, and assigned Branch Committees; and in consultation with the Branch Council, make appropriate amendments, revisions and /or deletions. Ensure modifiable electronic documents are sent to the Branch Secretary for record keeping and non-modifiable documents are sent to the Website coordinator for posting the Branch Website.
4. Perform all the duties of President in the absence of the President.
5. Act as a Branch Council liaison to one Chapter, if applicable, and one Branch Committee as assigned by the President.
6. Attend Branch Council, assigned Branch Committee and Branch General Meetings.
7. Review current terms of reference governing the position and suggest revisions to the Secretary. This should occur with each changeover of the position.