

Chapter Board Job Descriptions – Immediate Past President/Chairman of the Board

General The Immediate Past President or Chairman of the Board is a member of the Board of Directors.

Term One or two years, beginning immediately after the year(s) served as President.

General Duties Below is a list of general duties for the office of Immediate Past President/Chairman of the Board.

Step	Action
1	The main duty of this position is to assist the Board of Directors in the maintenance of continuity from one administration to the next.
2	The Immediate Past President has a full vote at all meetings of the chapter's Board of Directors.
3	In some chapters, the Immediate Past President also serves as the Chairman of the Board and conducts all Board meetings. In this instance, he/she would not vote on issues unless needed to break a tie.

Committee Work The Immediate Past President/Chairman of the Board normally serves as Chairman of the Awards and Nominating Committees.
