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.

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>The main duty of this position is to assist the Board of Directors in the maintenance of continuity from one administration to the next.</td>
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<td>2</td>
<td>The Immediate Past President has a full vote at all meetings of the chapter’s Board of Directors.</td>
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<td>3</td>
<td>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.</td>
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Committee Work
The Immediate Past President/Chairman of the Board normally serves as Chairman of the Awards and Nominating Committees.