

**SECTION:** Executive Members

**ORIGINATED:** July 2019

**SUBJECT:** Job-Description, Past-President

**REVISION:**

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**POSITION:**

Past-President

**DESCRIPTION:**

1. The Past President acts as a resource to the new President and Executive by sharing experience and insight into the governance of the Chapter.
2. The Past President carries out all duties as assigned by the President.

**TERM:**

The term of the position is one (1) calendar year, starting after completion of the term as President. The Past President will assume the Position of President, if necessary, if there is no President-Elect.

**RESPONSIBILITIES:**

1. Acts as a Parliamentarian, using a current version of Robert's Rules.
2. Fulfills the duties of President in their absence.
3. Attends all Chapter Executive and Business Meetings.
4. Participates as a member of the Education Committee.
5. Attends all IPAC-Canada webinars intended for Chapter Executive members focusing on Operations and Governance.
6. Attends the IPAC-Canada National Conference (funded by IPAC-SWO, as funds are available) and if possible, should attend, as a guest, the IPAC-Canada Chapter Presidents Meeting.
7. Prepares the Chapter Annual Report for review and approval by the President.
8. Calls for nominations for Chapter Executive prior to the Election held during the Annual General Meeting.
9. Participates in the review of the Chapter Terms of Reference, Strategic Plan and Chapter policies every two years.
10. Reviews with the President all applications for all applications for IPAC-Canada National Conference Funding.
11. Reviews with the President all submissions for the Betty Bannerman Award.
12. Coordinates the venue for all Chapter Meetings.