

PAST PRESIDENT'S DUTIES

1. Attend General and Executive meetings and other functions.
2. Chair General, Executive and other meetings if both the President and Vice-President are absent.
3. Act as mentor to incoming President.
4. Recruit, organize, train and schedule Greeters for each General Meeting.
5. Organize and manage the Member Recognition Awards process (see policy).
6. Review Executive job descriptions as necessary and bring to the Executive Committee for consideration and /or amendment.
7. Strike a nominations committee in April/May after reviewing Executive positions that will become vacant the following year.
8. Conduct the Elections Process at the AGM held in July, following Roberts Rules of Order.
9. Direct new Executive to the website to become familiar with their duties and the Constitution, By-laws and Standing Rules at the September Executive meeting.

revised June 2018