



Job Description

Officer Position: IMMEDIATE PAST PRESIDENT (Automatically becomes the Immediate Past President of the District Board upon the election of a new District President and shall hold office until a successor is made available by the election of a new President.)

Rationale: An important duty of a District President as he nears the end of his term is to work closely with his elected successor in order to affect an orderly and efficient transfer of office. He remains a voting member of the District Board of Directors and the House of Delegates.

Tasks & Responsibilities:

1. Attend all District Board meetings and House of Delegate meetings.
2. Perform other duties as may be assigned by the District President.
3. Chair the District Nominating Committee.
4. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.

Directly Communicates with: District President

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Plan in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.