



## Immediate Past President Responsibility Timeline

### JULY:

- Work with President to finalize selection and approval of Nominations Committee. Board vote should happen no later than August board meeting.
- Meet with Office of the President and Chapter Administrator to review policies and plan for how you will ensure Board stays compliant throughout the year. This is your job description - updating and ensuring Board is compliant at all times with policies.
- Update timeline to include any chapter responsibilities.
- Mentor new President as able and necessary
- Meet with new PE on the nominations processes and begin to develop a plan for the year

### AUGUST:

- First COM Quarterly Call with IPP's; recommended agenda items are as follows:
  - Your responsibilities with governance
  - Nominations and the process; policies and timeline
  - Supporting your President
  - Be a mentor
- Official welcome to Nominations Committee with expectations and plan for year
- Include for committee current copy of nominations policies and timeline

### SEPTEMBER – NOVEMBER:

- Support Office of President with governance at board meetings
- Update Bylaw or Policy manual changes that are needed; gain board approval
- Working with Nominations Committee on-going
- Mentor Board and President as needed
- Invite Nominations Committee and attend succession & nominations training provided annually by MPI Global
- Prepare to send official invite for board applications (see your chapter succession policy and timeline, full process to be complete by end of January)

### MID NOVEMBER – MID JANUARY:

- Potential retreat takes place – attend and support PE with nominations and transition training
- Present any updated Policies/Bylaws for approval if not already completed
- Working with Nominations Committee on candidate applications, interviews and selection of new board slate.



### **JANUARY:**

- Work with Committee and PE to ensure Board has reviewed and approved new slate
- Send slate to membership on “External Slate Template” for vote by last week of January at the latest (see timeline and requirements)

### **FEBRUARY:**

- Send slate on “Internal Slate Template” to COM with support of Administrator – Member ID’s must be verified at the chapter and included in the template

### **MARCH:**

- Have a final call with Nominations committee to review that board and membership approved slate
- Official thank you to committee for support on one of the most important roles in the chapter
- Continue to support, mentor and stay engaged through end of year
- Keep board on task with governance

### **APRIL:**

- Support PE in efforts with transitioning boards effectively
- Prepare and transition to President to your role; ensure they understand nominations process
- Consider everything you learned and what you wish you would have known; be sure to share that
- Apply for MPI International Councils with MPI Global, if desired

### **MAY:**

- Final call with COM
  - What next – have a plan to stay actively growing and engaging
  - Thank you for service

**NOTE: FOR LIST OF RESOURCES AVAILABLE TO IPP’s [click here](#)**