



Job Description - Immediate Past President

- **Term:** One year or as determined by the Board of Directors and Chapter Bylaws (Three-year commitment to the whole Office of the President).
- **Eligibility:** Member in good standing / Willing to dedicate the time, energy, talents, and enthusiasm required for the position
- **Reports to:** President

Leadership Expectations:

- **Management:** Exhibit strong management and leadership skills.
- **Strategic Planning:** Work with the board to create and execute a 3-year strategic business plan. Create goals and objectives for the board and committees.
- **Support and Development:** Advise, support, and develop the Board of Directors in executing initiatives.
- **Budget Assistance:** Assist in chapter budget development.
- **Communication:** Communicate with members regarding all international and local initiatives and objectives.
- **Succession Planning:** Target future leaders within the existing board, committees, and membership. Schedule transition time with President-Elect. Mentor the President.
- **Visionary:** Demonstrate visionary leadership qualities.

Specific Responsibilities:

- Serve as a voting member of the Board of Directors.
- Member of Executive Committee and Office of the President
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements.
- Support and defend policies and programs adopted by the Board of Directors.
- Act as support/mentor to the President.
- Act as a coach, advisor, and counselor to board members and committees.
- Attend monthly board meetings, chapter events, and committee meetings.

- Submit agenda items for Board of Directors meetings in advance of meetings.
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the chapter.
- Conduct a transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.

Time Commitment:

- Regular attendance at monthly meetings and Board meetings.
- Complete Board trainings through MPI Global.
- Attendance at Board retreats.
- Attendance at all official chapter activities and functions.
- Attend Immediate Past President Global Calls.
- Attend All Hands Global Calls.