Immediate Past President

Leadership Expectations

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tr>
<td>• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan</td>
<td>• Visionary</td>
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<td>• Create goals and objectives for the board and committees</td>
<td>• Facilitation</td>
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<td>• Advise, support, and develop board of directors in executing initiatives</td>
<td>• Collaboration</td>
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<td>• Assist in chapter budget development</td>
<td>• Delegation</td>
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<td>• Mediate discussions and create consensus within the board</td>
<td>• Organization</td>
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<td>• Target future leaders within existing board, committees, and membership</td>
<td>• Mentoring</td>
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<td>• Schedule transition time with President-Elect</td>
<td>• Coaching</td>
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<tr>
<td>• Mentor the President</td>
<td>• Teaching</td>
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Job Description

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

• Member in good standing
• Completion of previous year’s term as President
• Willing to give the time, energy, talents, and enthusiasm required of the position

Specific Responsibilities:

• Serve as voting member of Board of Directors and Executive Committee
• 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 President
• Act as 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
• Ensure 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 transition meeting with successor
• Perform any other duties as assigned by the President and/or Board of Directors

Reports To: President
Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at Board retreats
- Attendance at all official chapter activities and functions