



## **MN Chapter of NIGP Job Descriptions**

### **Past President**

#### **Responsibilities:**

The Past President attends all Board meetings and Chapter meetings, is a voting member of the Board, but is not counted on for a quorum. The Past President serves as ex-officio member of all committees and shall preside over Board/Chapter meetings when the President and Vice-President are not available. The Past President shall prepare and submit the Chapter of the Year application to National, prepare a scrapbook of all events during the year he/she was President, install new officers at the first general meeting of the year, serve on the Program Committee, and act as mentor to the President and Vice-President.

#### **Term:**

One year.

#### **Job Duties:**

The Past President shall appoint a committee of members to assist in preparing the Chapter of the Year Award for National. Duties include:

- Attends webinars/seminars conducted by National which relate to the preparation and submission of the Chapter of the Year Award
- Coordinates with current and past Board Members to gather all pertinent data necessary to complete Chapter of the Year application
- Completes Chapter of the Year application in the format required by National
- Has Committee and/or Board Members review application before submitting to National
- Mails application in a timely manner, and in the format required by National
- Submits completed application to Board and publishes to the website
- Attends National Conference (if possible) to represent Chapter in the awards process

The Past President shall prepare a scrapbook of events from the year he/she was President. Duties include:

- Coordinates with Board Members to collect data and pictures of events from the previous year
- Purchases necessary materials for the scrapbook
- Puts the data/pictures together in the scrapbook in a presentable manner
- Presents the scrapbook to the Chapter at the Fall Conference