

<b>Subject: Job Description</b>	<b>Initial Date: 01-02-07</b>	
<b>Responsibility: Past President</b>	<b>Date Reviewed: 02-23-07</b>	
<b>Approved by: SCV-CAMFT Board of Directors 03-27-09</b>	<b>Date Revised: 03-10-09</b>	<b>P&amp;P 110-C</b>

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**JOB DESCRIPTION FOR THE PAST PRESIDENT**

**Specific duties:**

The Past President continues on as a chapter officer after ending the term of presidency.

**The Past President's duties include:**

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to chapter deadlines.
6. Ensures adherence to the mission and goals of the chapter.
7. As a chapter officer, acts as a signatory on the chapter checking account.
8. Annually updates the policy and procedural manual, ensuring all items have a revision date change.
9. Oversees committees as requested by the President, such as the Editorial Committee.
10. Assumes responsibility for special projects as requested by the board or President.
11. Assists the incoming President in the direction of the chapter.
12. Assists the incoming President-Elect in the operation of the nominating committee and the choosing of new board members.
13. The Past President will transfer all material pertaining to the role as Past President to the incoming Past President and educate the new Past President as to the role of the position.

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