**SAMPLE TEMPLATE**

**Position Title: Past Chairperson or Past President**

Authority

* The board of directors is the legal authority for the community league.

Term of Office

* Term of office is for \_\_\_ years.
* Past chairperson or past president is not elected, but remains on the board until a new president is elected.

General Duties/Requirements

* A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
* Commit to the work of the organization.
* Review the board’s conduct and monitor its performance to ensure compliance with bylaws and policies.
* Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league’s mission.
* Orient new board members.
* Prepare for and arrive on time for all required meetings.
* Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
* Review the bylaws and recommend changes to the membership.
* Participate in the development of the league’s organizational plan, annual review and budget.
* Approve the budget and other financial matters.
* Prepare and present required reports at board meetings.
* Prepare and present an annual report at the annual general meeting.

Responsibilities

1. Not an automatic position so it must be stated in the league’s bylaws if desired.
2. Serves on the executive committee.
3. Supports current chairperson.
4. Often chairs nominating committee for recruitment of new board members.
5. Assists with training and orientation of the Board of Directors.
6. Provides historical continuity.
7. If this position becomes vacant within the current president’s term:
* it can remain vacant until a new president is elected,
* the previous past president can complete the term,
* other past presidents can complete the term.