

# Immediate Past President

## Leadership Expectations

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> <li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan</li> <li>• Create goals and objectives for the board and committees</li> <li>• Advise, support, and develop board of directors in executing initiatives</li> <li>• Assist in chapter budget development</li> <li>• Mediate discussions and create consensus within the board</li> <li>• Target future leaders within existing board, committees, and membership</li> <li>• Schedule transition time with President-Elect</li> <li>• Mentor the President</li> </ul>	<ul style="list-style-type: none"> <li>• Visionary</li> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Organization</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Motivational</li> <li>• Conflict/Resolution</li> <li>• Empowerment</li> <li>• Effective Communication</li> <li>• Execution</li> <li>• Innovation</li> </ul>

## 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