**Immediate Past President**

Supports current board and chapter activities by chairing Past Presidents Advisory and Nominating Committees.  The Immediate Past President shall also act as the MPI Foundation Chapter liaison.

*Time Commitment:*

* Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
* Attendance at Two Board retreats
* Attendance at all official chapter activities and functions
* All other related activities (10 hours/month)

*Specific Responsibilities:*

* Serve as voting member of Board of Directors and Executive Committee
* Support and defend policies and programs adopted by the Board of Directors
* Act as MPI Foundation Chapter Liaison
* Conduct Chapter Administrator Yearly Performance Review
* Chair the Past Presidents Advisory Council (PPAC)
* Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements.
* 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
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
* Act as chapter parliamentarian, promptly upholding Roberts Rules of Order and enforcing the presence of a quorum to properly conduct business
* Act as guardian of the chapter's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with MPI bylaw standards
* Conduct transition meeting with successor
* Perform other duties that may be delegated by the President and/or Board of Directors

## MPI Foundation Liaison Program

The purpose of the program is to reinforce the value and to strengthen the relationship of the MPI Foundation with the individual member through the chapters by establishing a knowledgeable MPI Chapter Leader within each chapter to serve as a liaison with the MPI Foundation Board and Staff.

As an active member of the MPI Foundation Chapter Network, the liaison’s responsibilities will include, but are not be limited to, the following:

* Act as the local and volunteer representative of the MPI Foundation to the chapter.
* Promote the significance of member, chapter and company contributions.
* Become the two-way communication link between the MPI Foundation staff and the chapter by talking with chapter members about the value of the excellent programs that the Foundation makes available to chapters and individual members.
* Learn about and understand the programs and deliverables of the MPI Foundation so that they may become a trusted resource for the chapter and their individual members.
* Assist with the identification and development of new project ideas that will benefit the chapters and the membership. (For example: the development of a MPI Foundation Chapter Grant Program).
* Distribute MPI Foundation information via many channels: email, newsletter articles, presentations at chapter meetings, regional tradeshows
* Participate in bi-monthly Liaison conference calls with MPI Foundation staff.
* Promote the importance of chapter members becoming participants in an annual giving program.

Term coincides with the Foundation’s fiscal year (July 1 through June 30). Ensure that CBM is aware of new contact information for this liaison so that information can be properly listed in the Aptify, and that all communications are properly directed to the liaison.

**Past Presidents Advisory Council**

Purpose:The Past Presidents Advisory Council provides assistance to the board of directors by offering advice and guidance, presenting insight on emerging issues, mentoring directors and officers, and other issues as needed.

Responsibilities:

* The past presidents of MPISSN shall be known collectively as the Past Presidents Advisory Council (PPAC).
* The PPAC shall serve in an advisory and support capacity to the President and Board of Directors, and shall serve as mentors to chapter leaders.
* The PPAC shall be composed of all past presidents who are currently members in good standing of MPISSN, or who have retired from the industry.
* Past Presidents of MPISSN who are no longer members of the Sacramento Sierra Nevada Chapter, shall be considered affiliate, or ex-officio members of the PPAC and will be invited to Council meetings and events.
* The Immediate Past President shall serve as the Chair of the PPAC and serve as the liaison to the Board of Directors.
* Following each PPAC meeting, the Chair shall provide a report to the Board of Directors.
* The PPAC shall meet quarterly, or as determined by the Council members.

The President and President-Elect will be invited, and are encouraged, to attend all PPAC meetings.

**Nominating Committee**

Purpose:The Nominating Committee, working closely with the President-Elect, identifies candidates for board of director positions for the following year.  It also is responsible for opening, validating, and tabulating all votes cast, and for announcing the results of the election to the membership.

Nominating Committee Policies (1990; revised 1992; 1993; April 15, 1997; 2016)

Nomination and Election: The Immediate Past President shall chair the Nominating Committee. The remaining members of the Nominating Committee shall be appointed by the President with the approval of the Board. There shall be no less than four (4) members including the chairman.

No current candidates for officer or director positions may serve on the Governance and Nominating Committee.

The Nominating Committee shall act as the official canvasser for the Chapter and shall be responsible for management of all aspects of the nomination and election process including the following:

* Establishing and adhering to a nomination and election calendar that assures timely completion of the elections in accordance with Chapter Bylaws which require completion of the election process no later than March 31 of each year.
* Developing a slate of candidates from among the members of the Chapter who are eligible for election in accordance with the Bylaws.
* Securing nominee consent.
* Announcing the slate of nominees to Chapter members.
* Soliciting nominations from the floor at the first monthly meeting subsequent to the announcement of the slate of candidates.
* Collecting, and tabulating all votes cast.
* Announcing the results of the elections to the MPISSN membership.
* Submitting names of elected Officers and Board Members to MPI headquarters by the designated date each calendar year.