

Section: Job Responsibility

Number: 101-02.6

Subject: Immediate Past President

Origin Date: 10/97

Reports to: President and SCAPAN Board of Directors

Purpose: Advisor, consultant and resource to the President and BOD. Serves as mentor to the Vice President/President Elect on the role of President.

Role & Responsibility:

1. Maintains personal ASPAN/SCAPAN membership.
2. Serves as chairperson of the nominating committee.
3. Develops and submits to ASPAN the application for the Gold Leaf Award for the year served as President.
4. Assumes duties as assigned by President.
5. Serves as a resource to the Government Affairs Committee.
6. Maintain documentation of all activities and passes on to successor.
7. Reviews job description yearly and recommend revisions as necessary.

Revised: 7/02; 9/09; 6/11