The Distinctive Roles of the (1) President-Elect, (2) President and (3) Immediate Past-President

Three board seats --- president, president-elect and immediate past-president\(^1\) --- form a vital team for advancing an organization’s mission and goals. While each position has distinct duties, they work best in a cooperative manner for the benefit of the board and members. [The chart may be adapted to reflect the unique aspects of your association or chamber of commerce.]

<table>
<thead>
<tr>
<th>Position Description</th>
<th>President Elect</th>
<th>President</th>
<th>Immediate Past-President</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Description</strong></td>
<td>An officer on the executive committee and a member of the board of directors, directly collaborating with the president. Automatically succeeds to the position of the president.</td>
<td>The chief elected officer of the organization, ensuring that the Board fulfills its duties for governance. The principal advocate for advancing the organization’s the mission and goals.</td>
<td>A member of the board of directors and an officer on the executive committee. Supportive of the president and the president elect, and an ambassador of the organization.</td>
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<tr>
<td><strong>Term</strong></td>
<td>1 Year</td>
<td>1 Year</td>
<td>1 Year</td>
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<tr>
<td><strong>Authority</strong></td>
<td>Bylaws and Policies</td>
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<tr>
<td><strong>Budget Responsibility</strong></td>
<td>Study and understand the budget.</td>
<td>Responsible for adoption of an annual budget.</td>
<td></td>
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<tr>
<td><strong>Budgeted Funds</strong></td>
<td>Travel</td>
<td>President’s Expenses and Travel</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Membership Interface</strong></td>
<td>Communications with members and allied organizations when requested by the president.</td>
<td>Primary communicator to the members.</td>
<td>Serve as an ambassador to members to represent board positions when requested.</td>
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<tr>
<td><strong>Staff Interface</strong></td>
<td>Collegial relationship with all staff.</td>
<td>Direct relationship with the chief paid staff members (executive director) and professional relationship with staff.</td>
<td>Collegial relationship with all staff.</td>
</tr>
<tr>
<td><strong>Committee Relations</strong></td>
<td>Member of the CEO Performance Committee and the Budget and Finance Committee. Chair of the Whistleblower Committee as</td>
<td>Appoint committees and committee chairs in accordance with guidelines of the bylaws.</td>
<td>Assist the President with committees. Chair of the Nominating Committee.</td>
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\(^1\) May hold alternate titles of Chairman of the Board, Chair Elect and Past Chair.
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| **Specific Responsibilities** | • Prepare to perform duties of the president if and when need arises.  
• Attend all meeting of the board.  
• Become familiar with governing documents and strategic plan.  
• Prepare for the year prior to installation.  
• Liaison to all committees upon request of the president.  
• Attend the annual meeting.  
• Other responsibilities as appointed. | • Preside at all meeting of the board.  
• Collaborate with executive director and officers to prepare board agenda.  
• Chair meetings of the executive committee.  
• Work in partnership with the executive director to advance the mission and strategic goals.  
• Coordinate the performance review of the executive director in accordance with policies.  
• Promote and protect the interests of the association.  
• Ensure understanding and compliance with all governing documents (articles, bylaws, policies)  
• Ensure representation of the organization at appropriate times and meetings.  
• Maintain a close relationship with parent and allied organizations.  
• Serve as official spokesperson.  
• Cause reports to be prepared and ensure accuracy.  
• Prepare president messages for publications.  
• Chair the annual meeting.  
• Carry-out board orientation annually. | • Chair of the Past Presidents' Council and achievement of an annual project.  
• Mentor new board members.  
• Act as liaison between board and past presidents.  
• Serve as the Chairman of the Foundation.  
• Proactively serve as a liaison between association and strategic allies.  
• Prepare to receive special assignments from the President.  
• Contribute to the review of the executive director.  
• Attend the annual meeting.  
• Other responsibilities as appointed. |

For additional nonprofit tips and templates visit [www.nonprofitcenter.com](http://www.nonprofitcenter.com); Bob Harris, CAE at [bob@rchcae.com](mailto:bob@rchcae.com).

Pres, VP, Past Pres Role Distinctions 12-08