

	<b>POSITION DESCRIPTION</b>	<b>Page:</b> 1 <b>Of:</b> 1
	<b>Section:</b> STATE OFFICER	<b>Original Date:</b> 4/5/95
	<b>Subject:</b> STATE IMMEDIATE PAST PRESIDENT	<b>Revision Date:</b> 8/99
		<b>Review Date:</b> 3/2001

**REQUIREMENTS:** Must be an Active or Life member in good standing who has just completed a term as State President.

**DUTIES:**

1. Reports to the State President and is responsible to the State Executive Board (SEB) and to the members of CSPR. Serves as a voting member of the SEB.
2. Assists in the transition period for the new President and the other new officers of the SEB. Be available to give an historical perspective of the Society and/or its activities. Serves as a resource to officers and members.
3. Soon after assuming this office, gives the President the Policy and Procedure file received from the previous President at the beginning of term as President. Has kept the file current by adding or replacing copies of policies, procedures and position descriptions that were developed or revised during the preceding term as President
4. Supports and assists the President as needed. The President may request help with planning the year's activities, learning how to preside over meetings, with implementing change, or in other areas.
5. Serves as the Chairperson of the Nominations and Elections Committee and as State Parliamentarian.
6. Attends SEB, regional quarterly and state Annual Business meetings. Continues committee work as assigned. Sends a written report to the SEB before each of its regular meetings.
7. Submits a proposed budget request for the next fiscal year to cover the expenses related to this office to the State Treasurer in a timely manner.
8. Reviews this position description near the end of the term of office and includes any suggested changes as part of the final report to the SEB.

**TERM of OFFICE:** one year

**ABILITIES:** The role of the Immediate Past-President is as a consultant, advisor and resource to facilitate the transition period when new officers assume their new roles and duties. Must be willing and able to travel to meetings around the state. All of the other abilities needed as State President will still be necessary.

**REFERENCES:** (Same as those stated on the Format for Position Descriptions approved by the SEB on April 8, 1992.)

**APPROVED by the SEB on April 5, 1995**