POSITION OVERVIEW:

The Past President serves as a resource to the current President. Responsible for organizing the nominating committee, overseeing by-law updates and position description changes, tracking committees, and assisting where needed.

MONTHLY DUTIES:

1. Review board minutes from previous month’s meeting.
2. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus July)*
3. Compose monthly board report. *(Due @ 5:00pm Tuesday before board meeting)*
4. Attend monthly board meeting. (*3rd Thursday of every month)*
5. Consider writing a newsletter article and forward it to VP of Public Relations. *(Due the 25th of every month)*
6. Revise by-laws as needed and update them on the website.
7. Revise board position descriptions as needed and update them on the website.
8. Serve as backup to the President if President Elect is not available.
9. Serve as consultant to the President on issues as they arise.
10. Committees
    1. Coordinate the Past President meetings, which will include the President and President Elect, on a quarterly basis with additional meetings scheduled as needed.
    2. Serve on the Membership Committee/Growth under the direction of VP of MembershipResponsible for overseeing the Member Retention and Growth Committee. This committee is responsible for developing short and long-term goals for membership retention, generating ideas for membership drives and new member attraction, and surveying the membership to see if WIL is currently meeting membership needs.
       1. Appoint a chairperson.
       2. Attend committee meetings.
       3. Report back to the board.
    3. Serve as Nominating Committee Chair:
11. Contact current board members prior to the January board meeting to determine desires for the upcoming season.
12. Announce open positions at the January board meeting.
13. Announce open positions in the February newsletter and at the February luncheon.
14. Assemble the nominating committee (comprised of: Past President, President, President Elect, and two regular members)
15. Hold first meeting in February to discuss open positions, brainstorm potential candidates, and present the committee with the following information:
    * 1. Spreadsheet of members that joined prior to August of last year and are not currently on the board.
      2. Attendance for current and last seasons
      3. Spreadsheet showing open positions and who currently holds the position.
      4. Position descriptions for the positions to be filled.
16. Candidates will confirm their acceptance of the position by signing and returning a commitment form to the President. It should be emailed to the candidate along with a copy of the job description.
17. Prepare a slate and present it to the Board of Directors at the March board meeting.
18. Present slate in the April newsletter and have them stand at the April luncheon.
19. Vote in the new board during the May luncheon (Annual Meeting)

*Specific activities recommended by month:*

JULY

1. Board retreat (3 hours plus time spent creating report)
2. Present by-laws for review and potential changes

DECEMBER

1. Contact current board members prior to the January board meeting to determine desires for the upcoming season.

JANUARY

1. Ask the board to review the by-laws again and update any changes.
2. Review Positions descriptions with Board members in January so they are complete before new board members are approached to fill the next season’s board slate.
3. Announce open positions at the January board meeting.

FEBRUARY

1. Announce open positions in the February newsletter and at the February luncheon.
2. Assemble the nominating committee (comprised of: Past President, President, President Elect, and two regular members). Hold first meeting in February to discuss open positions and brainstorm potential candidates.

MARCH

1. Prepare a slate and present it to the Board of Directors at the March board meeting.

APRIL

1. Present slate in the April newsletter and have them stand at the April luncheon.

MAY

1. Vote in the new board during the May luncheon (Annual Meeting)

***Total Time/Month: 5 hours (monthly meeting, board meeting & report)***