

**Position: Past President**

- *Assume the duties and exercise the powers of the President in the absence or disability of the President and Vice President*
- Be an ex-officio member of the executive to act in an advisory position to the President and executive
- Act as Nominating Chairperson *and work with a committee of two members* to provide a slate of officers for the annual elections *ensuring each candidate has completed and signed the nomination form*
- Keep an open line of communication between the executive and the membership.
- *Chair a committee to review constitution, By-Laws and job description* at least every second year.