

## **Embroiderers' Guild of Victoria**

### **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