



* POSITION DESCRIPTION *

Title:	Past President
Term & Related:	One year, preceded by one year as President Elect and one year as President ((follows election as President Elect & service as President)
Answers To:	IPA's Board of Directors
Bylaw References To Position:	The Past President shall perform such duties as from time to time may be assigned to him/her by the Board [and Executive Committee]. The Past President is a member of the Executive Committee of the Board. <i>The Past President is a voting member of IPA' s Board of Directors.</i>
General Description:	The Past President also performs the following duties: <ul style="list-style-type: none">• Regularly attends conference call meetings of the Board and one live Board meeting at the Annual Convention.• Regularly attends monthly conference call meetings of the Executive Committee.• Assists Executive Director, Treasurer and President Elect in preparing Organizational Development CAPP Grant application.• Works closely with the Executive Director and Treasurer to prepare the post-CAPP grant report.• Actively assists with membership recruitment.• Serves as liaison to an IPA standing committee, as assigned by the Executive Committee.

All officers, delegates or representatives of the Association agree to abide by the Approved Guidelines Regarding Representing IPA (posted on the Leadership page of the website) when agreeing to serve in the position.

Updated: 04/16/17