

UPCRA
POLICY/PROCEDURE

OFFICE: Immediate Past President

SUBJECT: Role and Responsibilities

PURPOSE: To provide direction to the Immediate Past President as to their role and responsibilities.

LENGTH OF TERM: Two (2) years.

POLICY: The Immediate Past President shall be a member of the Board of Directors for two years following their presidency.

PROCEDURE: The duties of the Immediate Past President shall include but may not be limited to:

1. Serve as parliamentarian at all meetings of the members, the Board of Directors and the Executive Committee. Be informed of Roberts Rules of Order. (Have abbreviated copy on file as a reference.)
2. Assist the President and the Board of Directors to formulate specific goals of the corporation.
3. Assist the new incoming president with the budget for the upcoming fiscal year.
4. Serve on the Scholarship Committee as Chair and serve on the Nomination Committee.
5. Perform such other duties as from time to time may be assigned to him or her by the President or the Board of Directors.