

IPP – Immediate Past President

Category: Executive

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Qualifications:

- Member in good standing with previous year service as President
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Act as coach, advisor and counselor to board members and committees
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Chair the Nominating Committee to develop a slate of qualified board members for the following year
- Serve as direct support to the Chapter President
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
- Keep knowledgeable about chapter activities in order to take over for or represent the President
- Provide mentoring of members and students
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Ensure the chapter adheres to chapter bylaws.
- Review chapter bylaws to make sure board/members are in compliance with bylaws.
- Conduct transition meeting with successor
- Chair Past President Committee
- Perform other duties that may be delegated by the President and/or the Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at two Board retreats (1-2 days each)
- Attendance at all official chapter activities and functions
- All other related activities (10 hr/mo)