



JOB DESCRIPTION

Position: Immediate Past President

Job Reports To: WISPAN President/Board of Directors

Date Written: 1988

Date Revised: March, 1991, February, 1996,
September, 1996, August, 1999

Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Two years active ASPAN/WISPAN membership.
3. Previous service on WISPAN Board of Directors is desirable.

Primary purpose of the Job:

The Immediate Past President shall make himself/herself available for consultation to the President and shall assist the other Officers as requested by the President or Board of Directors.

Specific Job Duties and Responsibilities:

1. Maintain active ASPAN Membership
2. Serve for one year term (after serving as President-Elect and President).
3. Assume duties as designated by current President.
4. May assume secondary level of responsibility as directed by current President.
5. Prepare annual budget projection and submit to the WISPAN Treasurer by August 1 of each year.
6. Charms for outgoing Board of Directors members should be purchased by the Immediate Past President. The charms should include the position of the person and years served. These charms will be presented at the first WISPAN seminar the year following their term. The Past President should allow for these charms in his/her budget.
7. Serve as alternate to Representative Assembly in the event that either the President or President-Elect can not attend and shall be responsible for such duties and responsibilities as a Representative.
8. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.