



## **JOB DESCRIPTION**

### **IMMEDIATE PAST PRESIDENT**

Job Reports to: WISPAN President/Board of Directors

Date Written: 1988

Date Revised: 3/1991, 2/1996, 9/1996, 8/1999, 11/ 2010, 5/2011

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.

Prerequisites:

1. Active ASPAN/WISPAN membership.
2. Two years active ASPAN/WISPAN membership

Specific Job Duties and Responsibilities:

1. Maintain active ASPAN/WISPAN 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. Participate in preparation of annual budget projection and submit to WISPAN Treasurer by August 1 of each year
6. Serve as alternate to ASPAN Representative Assembly in the event that either the President or President-Elect cannot attend and shall be responsible for such duties and responsibilities as a Representative.
7. Coordinate candidates and candidate profiles for Board of Director election ballots.
8. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.