



**Board of Directors  
Immediate Past President Job Description**

<b>Position:</b>	Immediate Past President
<b>Purpose:</b>	Provide assistance to President and Board of Directors as requested. Assists in the transition of the incoming Board.
<b>Term of Service:</b>	One year (April 1 – March 31), following one-year term of service as President.
<b>Status:</b>	Executive Board Member
<b>Oversight by:</b>	President
<b>Committees:</b>	Chair            Past Presidents Council Member        Budget Committee MPD Committee Professional Outreach Committee Business Partner Relations Committee
<b>Board Responsibilities:</b>	Submit any action items for Board discussion via e-mail to the President along with supporting materials, five (5) business days prior to each monthly Board meeting. Attend and participate in monthly Board meetings. Attend the annual Board Retreat. Reach out to new members to help integrate them into the Chapter. Must attend at least one Business Partner event or 50% of board allowance is forfeited.
<b>Budget:</b>	An amount will be budgeted to cover council expenses as deemed appropriate and necessary.
<b>Educational Allowance:</b>	Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year. Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position. Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year. Allowances that are not used during the fiscal year, except as noted above, will be forfeited. Allowance to be used to attend local, regional and/or international ALA educational conferences, seminars, and monthly Chapter meetings. May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with scholarship, if won, unless specifically not allowed under the rules of the scholarship.

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	Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.
<b>Duties:</b>	<p>Assists and advises incoming President with respect to transition issues.</p> <p>Sits on Budget Committee to prepare draft annual budget, together with the Treasurer, Immediate Past President, President-Elect, and other Chapter Members, for presentation at a regular or special Board meeting in April. Ultimate adoption of the annual budget by the Executive Board should take place no later than May.</p> <p>Maintains the Employment Opportunities listing on the PSALA website.</p> <p>Serves as the Chairperson of the Past Presidents Council and in that capacity schedules quarterly meetings, sets agenda, and takes meeting minutes.</p> <p>Collects and submits all Chapter Award submissions for ALA International competition prior to deadline.</p> <p>Serves as liaison to PSALA alumni.</p>