

## Immediate Past-President

### Job Description



|   |   |       |                         |        |  |
|---|---|-------|-------------------------|--------|--|
| <b>Purpose:</b>   | The Immediate Past-President provides continuity and support for the outgoing and incoming Boards of Directors. And works collaboratively with Board members to support the goals of the Chapter and new President.   |       |                         |        |  |
| <b>Term of Service:</b>   | One year (April 1 – March 31)   |       |                         |        |  |
| <b>Status:</b>  | Executive Board Member  |       |                         |        |  |
| <b>Board Responsibilities:</b>                                      | <p>Submit monthly activity report with any action items and supporting materials via e-mail to President and Chapter Manager as requested.</p> <p>Work with President and Board to fulfill requirements for Presidents’ Award of Excellence.</p> <p>Attend and participate in monthly Board meetings and attend Annual Board Retreat.</p> <p>Participate actively in New Member Mentoring Program</p> <p>Participate actively as a Business Partner “buddy”</p> <p>Attend a minimum of five Chapter events throughout the year</p>  |       |                         |        |  |
| <b>Responsibilities of the Position and Committees you oversee:</b> | <p>Assist and advise incoming President as needed.</p> <p>Work with Board Members to ensure Chapter activities are supported and well-coordinated.</p> <p>Attend Committee and Section Meetings as available.</p> <p>Actively serve as member of Budget Committee.</p> <p>Actively participate and chair the Past Presidents Council</p> <ul style="list-style-type: none"> <li>* Schedule quarterly meetings</li> <li>* Create and Distribute Agenda</li> <li>* Develop and support projects as requested by President of Board to serve the chapter.</li> <li>* Serve as liaison between current and alumni PSALA members</li> </ul> <p>Work with PSALA Managing Editor to write an article for publication in the Chapter’s bi-monthly Soundings Newsletter.</p> <p>Maintain strong communication with and support of Board Members in their respective roles as needed.</p> |       |                         |        |  |
| <b>Committees:</b>  | <table style="width: 100%; border: none;"> <tr> <td style="width: 150px;">Chair</td> <td>Past Presidents Council</td> </tr> <tr> <td>Member</td> <td>Budget, Law Firm Leaders Dinner, Business Partner Relations, Membership Committees</td> </tr> </table>   | Chair | Past Presidents Council | Member | Budget, Law Firm Leaders Dinner, Business Partner Relations, Membership Committees |
| Chair   | Past Presidents Council   |       |                         |        |  |
| Member  | Budget, Law Firm Leaders Dinner, Business Partner Relations, Membership Committees  |       |                         |        |  |
| <b>Educational Allowance:</b>                                       | <p>National Conference: Up to \$2000.00 total annual allowance toward registration, transportation and lodging expenses only.</p> <p>Chapter-provided allowances not used in the current chapter year will be forfeited. If unable to attend a chapter-paid conference in the current board year, the Executive Board may determine an appropriate replacement attendee from the Extended Board and/or Committee Members.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter’s fiscal year.</p>  |       |                         |        |  |