

# *Probus Club of Applewood*



## ***PAST PRESIDENT – JOB DESCRIPTION***

### **Duties of the Past President**

The immediate Past President is a member of the Management Committee (MC) normally for the year following his term as President. He assists in the overall leadership and administration of the Probus Club of Applewood.

### **Specific duties include:**

1. Acts in the capacity of advisor and counselor to the President and Management Committee on the business affairs of the club.
2. Chairs the nominating committee (NC). He will present names of NC members to management committee in its January meeting. Other than the Vice President, members of the NC should not include any other member who is considering an appointment to the next year's management committee.
  - i. Prior to starting the annual nominating process he will survey the existing members of management to determine those who wish to continue and enquire into any wishing a change in role.
  - ii. As needed, will convene the NC to seek replacements for any unexpected mid term vacancies on the management committee.
  - iii. Will inform the management committee as to vacancies to be filled and candidates being considered.
3. Working with Management Committee members, ensures that MC succession plans are in place and shares those plans with the NC and the President, providing opportunities for input and help in identifying appropriate successors.
4. Reports to the Annual General Meeting on the work of the Nominating Committee and moves the election of new members of the Management Committee.

5. As the need arises, may be called upon to assist with special projects (as identified by the President) or assist other members of the Management Committee in the fulfillment of their activities.
6. As the need arises, any Past President may be contacted by the President and/or the MC to provide counsel.
7. Arranges the meeting(s) of Past Presidents, sets out the agenda for such meeting(s) in conjunction with all Past Presidents and issues the Minutes of such meeting(s).

February 2018