

## PAST PRESIDENT

February 2000

1. Assist any Executive member as requested.
2. Present a slate of officers, including the Executive and committee chairpersons, for election every two years.
  - a. Before a name is placed in nominations, give the nominee a copy of the job description and review with them the responsibilities associated with the position.
  - b. Ensure that the person to be nominated for the position of Vice-President understands the expectation that, in the normal course of events, he or she will later be nominated for the position of President.
3. Be responsible for updating the Constitution, By-laws, and Handbook as necessary.
  - a. Review the Constitution and By-laws annually, and report the results of the review to the annual meeting. Note that proposed amendments must be circulated at least 4 weeks before the annual meeting.
    - i. Give a copy of the Constitution and/or By-laws to each member of the Association who request it.
4. Update the Policy Handbook annually.
5. Present nominations as requested throughout the year.