

Past President Job Description

PURPOSE OF THE POSITION

The Past President acts as a support for the incoming President and KQG Executive members.

Primary Responsibilities

- Support the incoming President and act as a resource from previous Executive.
- Chair Nominating Committee, consisting of Past President(s), Vice President(s) and one other member.
- Recruit members to serve on the executive for the following year and serve on the Nomination Committee.
- Make up a poster board for vacant Executive positions, and notes as the positions are filled.
- Review the Guild Constitution each September and recommend revisions to the Executive as required.
- Write an annual report of activities, one copy for the incoming member, one to the President and one to the Secretary for Archives.
- Prepare orientation materials for the incoming Executive member; meet if desired.
- Co-ordinate the Display Volunteer Sign-ups for the term.

Financial Responsibilities

- Participate in the development of the budget for the up-coming year.
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.

Knowledge, Skills and Abilities Required

- Computer skills an asset.
- Ability to speak in public.
- Ability to work with others