



## TERMS OF REFERENCE PAST PRESIDENT

**Creation Date:** March 24, 2017

**Revision Date:** March 9, 2020

### **Purpose/Role:**

### **Responsibilities:**

- Prepare a slate of nominees for all elected offices;
- Ensure that all members are provided with a copy of the slate of officers, according to notification procedures required by the chapter bylaws;
- Work closely with committee members to ensure diversity and to see that the best qualified applicants are chosen;
- Prepare a list of suggested individuals to fill appointed positions;
- Choose knowledgeable persons to serve on your committee;
- Work with the Newsletter Editor to place announcements regarding the slate of officers, scheduled elections, and the installation program in the chapter publication;
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

### **Membership:**

- The member of the AFP Ottawa Chapter Board of Directors;
- The member of the AFP Ottawa Chapter Board Executive.
- AFP Ottawa Chapter member
- The AFP Ottawa Chapter Past President is the chair of the nominations committee(s);
- The AFP Ottawa Chapter Past President is the chair of the Every Member Campaign committee.
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### **Accountability:**

- The AFP Ottawa Chapter Past President is responsible for keeping the board up to date on the conversations that occur at the nominations committee meetings;
- The AFP Ottawa Chapter Past President is responsible for keeping the board up to date on the conversations that occur at the EMC committee meetings (ex. Strategies, metrics, goals and results).

### **Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter President Elect is expected to attend:
  - Attend regular meetings with the nominations committee(s) and the EMC committee.
  - Monthly Board of Directors meetings
  - The Annual General Meeting (typically scheduled in May of each year);
  - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

**Policies:** Reference AFP Ottawa Chapter by-laws

**Evaluation:** The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.