



Job Descriptions

STC Manitoba Information Line: (204) 954-0011

Past President

A voting position.

Also see *Basic Responsibilities of All*.

Main Duties

The main responsibility of this position is to offer advice and counsel based on past experience and knowledge gained from being part of the chapter executive. This provides continuity from year to year.

Act as the executive contact for the Nominating, Volunteer, and Documentation Maintenance Committees.

Specific responsibilities

**Time
required**

Make arrangements for the election of the next executive committee (See Policies/Procedures/Guidelines manual regarding elections):

- Lead the Nominating Committee in finding candidates to fill the slate for the election
- Ensure the election (held at the AGM) follows the policies and procedures established by the Chapter and the Society

Coordinate the Volunteer Committee.

Coordinate the Documentation Maintenance Committee:

- In cooperation with the Secretary, monitor the chapter's operation for changes that may affect this documentation
- Maintain the Policies/ Procedures/ Guidelines manual
- Ensure that job descriptions are updated and sent to the Webmaster for posting on the web site

In time for the May AGM, order the President's pin to present to the outgoing President. Contact the STC office in Virginia (the membership office or you can print the order sheet from the STC Web site).



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Tasks by month

**May
(incoming)**

**June–
August**

**September–
April**

October

November

December

January

February

March

April

**May
(outgoing)**

Last updated: *February 23, 2004*