

**Section: Job Responsibility**

**Number: 101-02.6**

**Subject: Immediate Past President**

**Date: Revised 07/02, 03/09**

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**Reports to:** President and SCAPAN Board of Directors

**Purpose:** Advisor, consultant and resource to the President and BOD. Serves as mentor to the Vice President/President Elect on the role of President.

**Role & Responsibility:** Maintains personal ASPAN/SCAPAN membership.

1. Serves as chairperson of the nominating committee.
2. Develops and submits to ASPAN the application for the Gold Leaf Award for the year prior of their Presidency.
3. Assumes duties as assigned by President.
4. Serves as a resource to the Government Affairs Committee.
5. Maintains a notebook of all correspondence to pass to successor.
6. Reviews job description yearly and recommend revisions as necessary.

Original 10/97