



Director Job Description: Past President

Term: Two (2) years

Time Commitment: approximately 15-20 hours annually

Revised: June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

The Past-President acts as an ex-officio non-voting member of the Board and acts as a resource for the President and members of the Board of Directors. He/She also serves on the Nominating Committee of the Board in the recruitment of new Board members.

Position Specific Duties and Responsibilities:

1. Shares his/her experience and expertise in serving as a resource to the Board
2. Serves on the Nominating Committee to recruit new Board members
3. Acts as a public Ambassador for the organization

Competencies and Qualifications:

1. Excellent analytical and problem solving skills
2. Excellent interpersonal, team, and facilitation skills
3. Computer competency in Word and e-mail