

NAMSS

Volunteer Job Description

Position Title: Immediate Past President

Relationships:

Reports To: President
Staff Support: Executive Director
Internal Contacts: Board Members, Committees, NAMSS staff, NAMSS Membership
External Contacts: General Public, Industry Partners

Length of Commitment: Term of office is one (1) year (January - December) and may not be elected to a second term.

Time Involvement: Approximately 15 hours monthly/ 3 on site meetings per year /5-8 Board conference calls per year/8-12 Executive Committee calls per year

Key Responsibilities:

As a NAMSS Officer:

1. Serve as a voting member of the Executive Committee and Board.
2. Participate in quality assessment and evaluation of the overall performance of the association management firm.
3. Attend Board and other meetings to include the following:
 - a. January Board meeting
 - b. Spring Board meeting (April/May)
 - c. Fall Board meeting (held in conjunction with the Educational Conference and Exhibition)
 - d. Executive Committee meetings prior to in person board meetings
4. Serve as a role model and as an advocate:
 - a. for NAMSS by being knowledgeable about and supporting the mission, strategic plan and programs of the organization.
 - b. for the membership at large.
5. Assist the NAMSS Board in:
 - a. developing and executing annual and strategic plans.
 - b. carrying out its legal and fiduciary responsibilities, as needed.
 - c. oversight of the association management functions.
 - d. initiating formal and effective transition of office to incoming officer at the end of term.
 - e. identifying new members or potential volunteers for NAMSS who can help further the mission
 - f. representing NAMSS as appropriate, e.g. serve as a speaker as assigned.
6. Support and promote decisions made by the NAMSS Board.
7. Participate in a self-assessment and evaluate the overall performance of the NAMSS Board on an annual basis.
8. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.

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IMMEDIATE PAST PRESIDENT**

9. Responsibly review and act upon committee recommendations brought to the Board for action.
10. Uphold fiduciary duty to act in the best interest of NAMSS by putting the interests of NAMSS above personal interests.
11. Agree to the Essential Requirements of Serving as a Volunteer Leader, as set forth in the Volunteer Leader Agreement:
 - a. Confidentiality of Sensitive Information;
 - b. Conflicts of Interest (Disclosure and Management);
 - c. Competition Against NAMSS' Programs, Products, or Mission, or Other Inappropriate Personal Gain; and
 - d. Consequences of Violating Agreement.

As Immediate Past President:

1. Act as an Advisor to the President and Board of Directors.
2. Chair the Nominating Committee.
3. Chair the Past Presidents Advisory Council
4. Provide written updates after the January, Spring and Fall Board meetings to the Past Presidents and NAMSS Instructors.

Qualifications:

1. Must have completed a term as President of the Board of Directors.
2. Must be an Active NAMSS member in good standing for at least five (5) years.
3. NAMSS certification is required (either CPMSM or CPCS).

Additional Requirements:

1. Support from employer if applicable
2. Commitment to advance the mission of NAMSS.
3. Commitment to full preparation in advance of board meetings for decision making and policy formation, and self education on major issues before the Board.
4. Ability to make the necessary time commitment.

Training:

- Board Orientation
- Leadership training as appropriate
- Specific task orientation as needed

| Amended Date | Volunteer Development Review Date | Board Approval Date |
|--------------|-----------------------------------|---------------------|
| | | 09/15/06 |
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