

## **IMMEDIATE PAST PRESIDENT**

Reviewed 2015

**PURPOSE** Provide counsel and advice to the President, Executive Committee, and NCSSSA members concerning Organization matters. Assist in a smooth transition for newly elected officers in the assumption of their duties.

### **RESPONSIBILITIES**

1. Assist the President in the administration of the Organization's matters, procedural and policy assistance to the Executive Committee, and historical reference regarding NCSSSA's business relationships with federal officials.
2. Serve as a liaison between NCSSSA and key federal officials and maintain direct and open communication with these officials as requested by the President. Report progress and developments related to organization assignments to the President and Executive Committee.
3. Serve as President's designee and manage special assignments involving Organization activities as requested by the President. Draft reports and other products as requested.
4. Facilitate a smooth transition between the outgoing and newly elected President. Attend and actively participate in the Post Annual Conference Executive Committee Planning Session. Ensure all pertinent organizational materials are provided to the newly elected President. Brief the new Executive Committee on all pending Annual Conference issues and all relative information needed or requested by the President or Executive Committee members.
5. The outgoing Chair shall prepare and submit proposed changes to the above procedures to the Governing Documents Committee within 30 days following the Annual Conference. Changes may also be recommended during the conference year if deemed necessary and appropriate.