

CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

Subject: **Duties of the Chapter Immediate Past Chair**

Reviewed:

Approval date:

The Chapter Immediate Past Chair:

- a) shall support and assist the Chair in carrying out his /her duties as listed in the Chair's TOR
- b) assume the responsibilities of the Chair under section 4 b) of the By-Laws, if necessary
- c) shall be responsible to find potential nominees for the Chapter Executive Committee. The past chair shall ensure, that as much as possible, nominated candidates are distributed from all areas of the membership on the Chapter Executive Committee and the Executive Vice Chair position rotation is met as stated in the By-Laws
- d) shall Chair the planning sub-committee for National conferences when they are slated by the National Board of Directors to be held within our Chapter boundaries. He / she to ensure the National Board of Directors Policies on National conferences are followed.
- e) shall Chair the Bursary sub-committee consisting of himself and three other members at large, in good standing, one from each province. The sub-committee shall ensure, that as much as possible, nominated candidates are equally distributed from each of the provinces
- f) to work with the Chapter Executive Committee to develop and review nominating, conference and bursary policies and procedures that support the work of the Chapter and are in alignment with National policies and procedures where applicable. Reviews are to be done a minimum of once every three years
- g) perform such other duties as the terms of his engagement, or this By-Law calls for, or the Chapter Executive Committee may, from time to time, properly require of him/her