

POLICY/PROCEDURE NUMBER:

**B – 1.5**

DATE:            November 16, 1992	SUBJECT:
ISSUE: <b>Board of Directors</b>	<b>Job Description - Immediate Past President</b>
REVIEWED:      September 2024	PAGES:    Page 1 of 1

1. **Position:**

As outlined in the Bylaws, the Immediate Past President serves as a member of the CHES Executive Team and the Board of Directors.

2. **Responsibilities:**

2.1 Responsible to the Members of CHES and the CHES Board of Directors.

2.2 Chairs the Nominating Committee.

3. **Summary of Duties:**

3.1. Acts as a member of the Executive Team.

3.2. Initiates a routine review of the CHES By-Law(s) and makes recommendations of changes to the CHES Executive Team, the Board of Directors, and finally the CHES membership.

3.3. Oversees the process for nominating and electing of candidates of the Executive for any elections.

3.4. Prepares and submits a proposed annual budget for any expected Bylaw revision or election costs.

3.5. Acts as Executive Liaison of the Partnerships & Advocacy Committee including the “Health Standards Committee”.

3.6. Performs other duties as required by the Executive Team or Board of Directors.

*Approved by the CHES Board of Directors November 16, 1992*

*Revised September 2013*

*Revised September 2015*

*Revised September 2016*

*Revised September 2018*

*Revised September 2021*

*Revised September 2024*