The Roles of President-Elect, President and Immediate Past-President

Three board seats --- president\(^1\), president-elect\(^2\) and immediate past-president\(^3\) --- form a strong team for advancing an organization’s mission and goals. While each position has distinct duties, they work best in a cooperative manner for the benefit of the board and members. (The chart may be adapted to reflect the unique aspects of your association.)

<table>
<thead>
<tr>
<th></th>
<th>President Elect</th>
<th>President</th>
<th>Immediate Past-President</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Description</strong></td>
<td>An officer on the executive committee and a member of the board of directors, directly collaborating with the president. Automatically succeeds to the position of the president.</td>
<td>The chief elected officer of the organization, ensuring that the board fulfills its duties for governance. The principal advocate for advancing the organization’s the mission and goals.</td>
<td>A member of the board of directors and an officer on the executive committee. Supportive of the president and the president elect, and an ambassador of the organization.</td>
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<tr>
<td><strong>Term</strong></td>
<td>1 Year</td>
<td>1 Year</td>
<td>1 Year</td>
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<tr>
<td><strong>Authority</strong></td>
<td>Bylaws and Policies</td>
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<tr>
<td><strong>Budget Responsibility</strong></td>
<td>Study and understand the budget.</td>
<td>Responsible for adoption of an annual budget.</td>
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<tr>
<td><strong>Budgeted Funds</strong></td>
<td>Travel</td>
<td>President’s expenses and travel</td>
<td>N/A</td>
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<tr>
<td><strong>Membership Interface</strong></td>
<td>Communications with members and allied organizations when requested by the president.</td>
<td>Primary communicator to the members.</td>
<td>Serve as an ambassador to members to represent board positions when requested.</td>
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<tr>
<td><strong>Staff Interface</strong></td>
<td>Collegial relationship with all staff.</td>
<td>Direct relationship with the chief paid staff members (executive officer) and professional relationship with staff.</td>
<td>Collegial relationship with all staff.</td>
</tr>
<tr>
<td><strong>Committee Relations</strong></td>
<td>Member of the CEO Performance Committee and the Budget and Finance Committee. Chair of the Whistleblower Committee as needed.</td>
<td>Appoint committees and committee chairs in accordance with guidelines of the bylaws.</td>
<td>Assist the president with committees. Chair of the Nominating Committee.</td>
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\(^1\) May be titled Chairman of the Board  
\(^2\) May be titled Chair Elect  
\(^3\) May be titled Past Chair

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| **Specific Responsibilities** | - Prepare to perform duties of the president if and when need arises.  
- Attend all meeting of the board.  
- Become familiar with governing documents and strategic plan.  
- Prepare for the year prior to installation.  
- Liaison to all committees upon request of the president.  
- Attend the annual meeting.  
- Other responsibilities as appointed. | - Prepare at all meeting of the board.  
- Collaborate with the executive officer and directors to prepare board agenda.  
- Chair meetings of the executive committee.  
- Work in partnership with the executive officer to advance the mission and strategic goals.  
- Coordinate the performance review of the executive officer in accordance with policies.  
- Promote and protect the interests of the association.  
- Ensure understanding and compliance with all governing documents (articles, bylaws, policies)  
- Ensure representation of the organization at appropriate times and meetings.  
- Maintain a close relationship with parent and allied organizations.  
- Serve as official spokesperson.  
- Cause reports to be prepared and ensure accuracy.  
- Prepare president messages for publications.  
- Chair the annual meeting.  
- Carry-out board orientation annually. | - Chair of the Past Presidents’ Council and achievement of an annual project.  
- Mentor new board members.  
- Act as liaison between board and past presidents.  
- Serve as the Chairman of the Foundation.  
- Proactively serve as a liaison between association and strategic allies.  
- Prepare to receive special assignments from the president.  
- Contribute to the review of the executive officer.  
- Attend the annual meeting.  
- Other responsibilities as appointed. |