

Duties and Procedures of the Past President

Final January 22, 2017

Job Description:

- A. In order to provide continuity, to continue in an advisory capacity following their term(s) until succeeded by the next immediate Past President
- B. The Past President will have responsibility for the physical storage of the club's records at year end in accordance with the Document Retention Procedures and current Federal and State law. The past president will collect from all Directors all key club records to be stored as of the end of December of each year.
- C. The Past President shall confirm at year end the location of Club assets such as the trailer and contents including pink slip, credit cards, PO box keys, passwords, software licenses, physical storage keys, or such others as may be acquired.
- D. the past president is a voting member of the board of directors and is tasked with the responsibility to ensure that the board adheres to the by laws, adheres to the policy adopted by the club and follows the procedures required of each board or event chair
- E. The past president shall chair and form a nominating committee to seek candidates to run for open board positions for the upcoming board term and shall start that process no later than August of the current fiscal year. The past president shall appoint a committee of at least two members to serve on this committee.
- F. To prepare the final SVR property inventory report for submission at the December board meeting.

Nominating Committee:

1. The club's past president shall form a committee of no less than 3 members including the past president who is the chair of this committee.
2. At least two members at large should be appointed by the past president to serve on this committee and who shall have a varied expertise with regard to the qualification necessary to serve on all board positions.
3. The nominating committee is tasked to presenting the board of directors and the membership a roster of qualified and interested members to serve on the board in various capacities. This will also include nominees for appointed positions.
4. Committee members should be very active in club activities and know many of its members new and old.
5. The new member chair should be consulted regarding board or event chair openings
6. An interview process should be undertaken several months before board elections and the publishing of candidate statements by November 1st.
7. The committee should consider kicking off a startup meeting or communicating electronically so that the qualifications of board positions as well as their responsibilities and be done in an in-depth manner,
8. The committee shall develop a potential list of board candidates and appointees and do an in depth interview of each candidate to determine: 1) qualifications, 2) ability to serve, 3) knowledge of the club's operations and 4) commitment.
9. By November 1st of each year, the past president shall present the board of directors a list of candidates for the upcoming election.

10. All potential board candidates shall be interviewed for their interest in serving and provide answers to the following questions:

- a. Do you have an interest in serving and can you make a commitment to serve a term of 2 years?
- b. What past experience do you bring to the board regarding the board position in which you are being considered?
- c. The board meets on the 2nd Wednesday of each month, will your schedule allow you to attend.
- d. The club encourages all of its board members to attend events throughout the year, can you do this?
- e. What club activities are you currently active in or have participated in the past?
- f. What prior board experience do you have relative to non-profit or for profit organizations.
- g. Do you have current or prior work or professional experience that would lend itself to the benefit of the club?

11. Recruitment for Open Board Positions:

- a. Open board positions should be marketed as soon as possible. For board positions that are terming out this can happen as early as August.
- b. The Drifter, club website as well as our monthly e-blast are a great way to reach out to potential candidates but there is no replacement for personal contact.
- c. When attending any club activity, the members of the nominating committee should be reaching out and approaching attendees about any interest they may have in serving on the board or in a appointed position. It is truly amazing the response you get when approaching a potential candidate in this manner.
- d. Most non-profit social clubs like ours often have difficulty recruiting board members and the process is even harder without an active nominating committee aggressively searching membership for candidates.
- e. It has been a goal of the club to have a diverse board of directors which both represents club members of different interests as well as both new members and old who have the experience, time and commitment to serve.
- f. The club has a policy that restricts a board member from serving in the same capacity for more than two years. That being said, it is the responsibility of the club president as well as the nominating committee to approach those board members who can serve an additional term.
- g. The nominating dinner is generally held as part of the club's annual November dinner event. It is hear that any potential candidates who have an interest in serving as a board member can throw their name in the hat and address the members in attendance. It is also a time that all the slate of candidates that have been vetted by the nominating committee are asked to address the membership in attendance as well.

12. Board Elections: The board elections should commence no later than November 1st of each year.

- a. The nominating committee shall request of all nominees for elected office to submit a short statement of their experience, background, interests, photograph and ability to serve and that their statements be received no later than October 1st and presented to the board of directors at the October board meeting.
- b. The board election process follows the procedures as outlined in the club by laws.
- c. Up to two nominating committee members may be called upon to assist the secretary, or if she is running, someone appointed by the board to help count mail ballots. However, since the club has moved to electronic voting, this may not be necessary.