## **BOARD MEMBER RESPONSIBILITIES**

**PAST PRESIDENT**

**PAST PRESIDENT shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify president if unable to attend.
2. Provide consultation to the president and the board of directors to ensure continuity during transition of corporation management.
3. Perform the duties of the president in the event the president is unavailable or unable to serve.
4. Act as Parliamentarian to include but not limited to:
   * Chair the Bylaws committee and meet annually to review bylaws and standing rules and provide recommendations to the board for review;
   * Present recommended bylaws changes to membership for approval when required;
   * Use as reference Robert's Rules of Order Newly Revised for all matters not covered by the Bylaws of SFV-CAMFT;
   * Maintain a thorough knowledge of SFV-CAMFT's Bylaws and Policies, being able to interpret them to the board and/or the membership as necessary.
5. Review board responsibilities periodically and provide recommendations or changes to board for approval prior to board elections.
6. Perform other such duties as delegated by the president or the board of directors.
7. Check designated chapter email at least two times a week (every 3-4 days) to keep up with all chapter correspondence.
8. Maintain and transition complete records to the incoming board of directors by utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, in order to maintain historical information.

*I have read and understood the responsibilities for this position and will serve my elected term for the year \_\_\_\_\_\_\_.*

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| Print Name |  | Signature |  | Date |