



Job Title: Past President

Responsible to: President

Qualifications:

- Immediate Past President of the Board of Directors, or have held office as President of CCSDC
- Have intimate knowledge of the By-Laws and the Policies & Procedures of the Board of Directors

Job Summary:

- Provide advice and assist in the continuity of the job of President and Vice President
- Chairman of the By-Laws Committee.
- Voting Director of The Board.
- Acts as President in the Absence of the President and the Vice President.
- Assists the Vice President with VP duties as needed.
- Is the focal point for any grievances brought up by the Membership or Board of Directors.
- Is the Mediator/Arbitrator of any grievances brought up by the Membership or Board of Directors.

Duties and Responsibilities:

- Assists other Directors and Committees as needed
- Advisor to the President and Vice President
- Board of Directors Arbitrator/mediator
- Member of the Executive Committee
- Establish a committee of at least 3 members to assist in the duties of the below committees:
 1. Chairman of the By-Laws Committee
 2. Chairman of the Long Range Planning Committee
 3. Chairman of Grievance Committee