

## **Women's Leadership Network**

### **Job Description-Updated July 14, 2008**

Position: **Past President, Executive Board**

Term: One (1) year

Tenure: May not serve on executive board for more than three (3) consecutive terms, assuming the president-elect, president, and past-president as one (1) term.

Duties:

1. The Past President attends monthly Board meetings. Minimum attendance of nine (9) meetings are required per year. The Past President should attend as many monthly membership meetings as possible.
2. The Past President is to support and encourage members of the Board, committee members, and the entire WLN organization. The Past President is to promote WLN, as well as encourage the membership to get involved.
3. The Past President assists the President, President Elect, and all Directors as requested.
4. The Past President is in charge of special projects as the need arises. Examples of special projects are, but not limited to; updating job descriptions for officers and Board positions, and updating the history of the organization.
5. The Past President is responsible for awards and recognition given as determined by the Board.
6. The Past President is responsible for ordering name tags for new board. (currently using Oak Ridge – template on file)
7. At the end of her term of office, the Past President will turn over necessary documents, return PO Box key, files, etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.

2008-2009-Wendy Wheelock  
2007-2008-Kristie Fens  
2006-2007-Ann Tressel  
2005-2006-Jamie Specht