

# CCARC PAST PRESIDENT

## **1. INTRODUCTION:**

- a. Provides counsel to the President, Officers and Board of Directors on the history and continuity of club policies and programs.
- b. Possesses a knowledge and understanding of the role of the President and Vice-President\President-elect.
- c. Past experience provides insight into the overall direction that the Club has been going.
- d. Possesses recent knowledge about how the Club has functioned and why.

## **2. DUTIES AND RESPONSIBILITIES:**

- a. Required to attend all board of directors and general meetings, unless excused.
- b. Provides perspective and focus as a consultant and mentor to the current President, Chairman of the Board of Directors, and Vice-President\President-elect.
- c. Ensures continuity by considering factors such as historical data, current and future club needs and limitations.
- d. Utilizes leadership skills, exercises initiative, and exhibits sound judgement to help make decisions.
- e. Applies pertinent policies and procedures for proper accomplishment of responsibilities.
- f. Recommends changes in organizational structure to increase efficiency.
- g. Participates in one or more club activities annually to stay current in club operations and connected to the members.
- h. Performs other duties as assigned.

## **3. SUPERVISORY CONTROLS:**

- a. Accountable to the President and the Chairman of the Board of Directors.
- b. Functions under the general supervision of the President and the Chairman of the Board of Directors.