

Retired Faculty-Staff Association **Past-President Job Description**

From RFSA Constitution

Article VI, Section 2. Nominations Committee

The Nominations Committee will be chaired by the Immediate Past-President, with other members appointed by the President. The Nominations Committee shall submit a slate of nominees for any RFSA Board position. The slate of nominees for Executive Officers will be voted on by the full Association membership at the spring meeting. Administrative Officers and Interest Group Chairs will be approved by the Executive Committee and announced at the spring meeting.

From RFSA Bylaws

Article III. RFSA Board

Section 2. Nominations for Executive Officers, Administrative Officers and Interest Group Chairs will be submitted by the Nominations Committee. The Nominations Committee shall be chaired by the Immediate Past-President and shall have at least two other members appointed by the President. The President and President-Elect shall also serve on this committee.

The Immediate Past President shall:

- Provide information and assistance to the President to facilitate a smooth transition.
- Work on projects assigned by the President.
- Call a meeting of the Nominations Committee in the late fall or early spring to select nominees for vacant Board positions. The Nominations Committee shall develop a prioritized list of potential nominees for each position, contact those individuals to explain the responsibilities for the office and ascertain interest from the individual. The final list of nominees for any vacant Executive Officer positions shall be voted on by the general membership at the spring meeting. Vacancies of Administrative Officers and Interest Group chairs can be approved by the Executive Committee and announced at the spring meeting, but do not require a vote of the general membership.
- To facilitate compliance with *RFSA Bylaws, Article IV. Elections and Voting*, the Immediate Past President shall prepare a calendar of dates relevant to the election and selection of new RFSA Board members. This calendar should be provided to the President to disseminate as formal communication from RFSA to the membership.
- Create an Annual Report, which shall be made available to all members. A copy of this report will also be provided to the Historian for the RFSA Archives, and to the Magazine Editor for the RFSA Annual Report published in the Fall/Winter issue of the RFSA Magazine.
- Serve as an Executive Officer and member of the RFSA Board.