

## Waterman Alumnae Job Descriptions

### Immediate Past President

The Immediate Past President is a resource and support for the President.

Board responsibilities include:

- o Attends Board meetings o Assists President and President-Elect as needed
- o Serves as Chair of the Nominating Committee. Suggested Calendar as follows:

TIMING	ACTIVITY
October	Determine positions to be filled for the next year
November Board Meeting	Request recommendations for future Board members
Post November Board Meeting	-Develop forms/lists needed by the Nominating Committee and lists of potential candidates for each Board position -Convene a meeting of the Nominating Committee with information related to each potential new Board member - Assign individual Committee members to contact specific potential nominees determining their interest/willingness to serve
December - March	Finalize proposed Board nominees for presentation at the Annual Meeting
March	Contact new Board members, notifying them of the Annual Meeting and date of their first Board meeting.

September 2024