

Part 3 – Executive Council

I.3.5: National Past President

The Past President provides advice and leadership by executive continuity for the Executive Council and the Board of Directors regarding past practices and other matters to assist in governing the Club. The Immediate Past President serves as a voting member of the Executive Council and Board of Directors. The Immediate Past President supports the President and the President-Elect on an as-needed basis.

Procedures:

Past President responsibilities include, but are not limited to:

- **National Administrative**
 - Attend the Winter National Staff Assembly, the Annual Summer Membership Meeting and the Board of Directors teleconference meetings
 - Submit quarterly committee reports on activities from the preceding quarter
 - Submit an annual budget
- **Executive Council (EC)**
 - Provides objective historic information regarding relevant activities of the EC by providing background information on actions taken or not taken, as needed.
 - Assumes a key role in the orientation and transition of the President-Elect to the duties of the President
 - Supports the President in the development of the EC meeting agendas
 - Attends and participates in all meetings of the Executive Council and Zone Representative Monthly Conference Calls
 - Assists the Executive Council in carrying out its fiduciary responsibilities
 - Prepares and presents information at meetings on behalf of the Executive Council as needed
 - Oversees special projects as assigned by the President
 - Serves as an advisor and consultant to the President
 - Represents PCA at Region or Zone events as directed/requested
- **Board of Directors (BOD) Meetings**
 - Supports the President with the development of the BOD meeting agenda
 - Participates in the preparation of the BOD presentations
- **Executive Council (EC) Meetings and Conference Calls**
 - Supports the President in the development of agendas
 - Contributes to the development of the Club's strategic goals
 - Participates in financial review and planning
 - Advises on National Office updates
 - Advises on National programs
 - Reviews and advises on committee reports
 - Prepares/updates and participates in PCA University presentation

- Reviews and advises on Open Action Items
- **Committee Oversight / Liaison**
 - Oversees Standing or Ad Hoc Committees as assigned by the President