

## **PAST – PRESIDENT Roles and Responsibilities**

### **1.0 OFFICE AND TERM**

- 1.1 A natural progression of the President to the position of Past – President occurs after a one-year term.
- 1.2 The term of Past President is one year.

### **2.0 SCOPE**

- 2.1 Participate in the meetings of the Local Section Executive Committee.
- 2.2 Assist president and president elect as required.
- 2.3 Provide historical perspective on activities.

### **3.0 RESPONSIBILITIES**

- 3.1 Act as the Alberta Local Section liaison with the Canadian Council of Occupational Hygienists, if the position is open
- 3.2 Enlist volunteers for executive positions
- 3.3 Coordinate annual social events (typically in the fall).
  - 3.3.1 This includes arranging/booking venues for fall social events for Edmonton/Calgary.
- 3.4 Coordinate Tele-Web Seminars as needed.

### **4.0 COMPENSATION**

- 4.1 This role shall receive no direct monetary compensation for their work. In addition this role will not obtain monetary or other compensation from an external source for work or material generated by their duties in this role.
- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 This role, at the discretion of the executive, can have fees for Symposia, Technical Sessions or other events waived.