



American Osteopathic College of Occupational and Preventive Medicine

Job Description of the Immediate Past President (JD-06)

Effective Date: _____

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

DUTIES OF THE IMMEDIATE PAST PRESIDENT

1. The Immediate Past President shall:
 - 1.1. Serve as consultant to the Board of Trustees and on the Executive with voice, but no vote.
 - 1.2. Serve as Chair of the Nominating Committee and as such:
 - 1.2.1. Assure potential nominees to the Board are appropriate for the position.
 - 1.2.2. Assure potential nominees are consulted and advised of the responsibilities of the position for which they are nominated and that they agree to serve.
 - 1.2.3. Prior to the Mid-Year of the Board of Trustees, submit a slate of officers, and at-large trustees
 - 1.3. Coordinate the Evaluation Process of Executive Director, the Executive Committee, and the Board of Trustees.
 - 1.4. Perform other such duties usual and customary to such a position.