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| Large Logo Guild.jpg | Past President  Job Description  Updated November 2016 |

**Description**

Assists the President as requested.

**Term**:

Until a new President is elected by the membership

**Responsibilities**:

1. May be requested to chair a meeting if the President or Vice President is not available.

2. Inform members of any vacancies in the Executive or volunteer committees and request nominations be forwarded to the President in May. Any names already submitted for the vacancies will also be announced.

3. June meeting - announce the submissions and the position they are seeking.

* If there are two names for the same position a ballot vote is required.
* Voting by a show of hands for positions when only one name is submitted is sufficient.