

## **Past President**

### **Overall Duties**

- Coordinate publicity for the society
- Arrange/oversee Private Shop Nights for members (as needed)
- Perform duties as assigned by the President

### **General Information**

- member of the Board of Officers and of the Board of Directors
- length of term is one year, with an expectation of a three year commitment – the President-Elect serves one year then becomes the President for one year, then becomes the Past President for one year
- email address: [pastpresident@loosebeadsociety.org](mailto:pastpresident@loosebeadsociety.org)

### **Common Duties and Procedures**

- Attend board meetings and member meetings.
- Promote society by writing articles about your committee's events and activities as needed for website.
- Promote your committee's meetings, events, and activities to the general membership by submitting information to the Website Coordinator and the Communications Coordinator.
- Track volunteer hours of members (including self) for all meetings, events, and activities that she/he is the lead of. Submit lists of names & hours to the Secretary on a monthly basis.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with your position and/or committee.
- Save copies of paperwork (either hardcopy or electronic) associated with meetings, events, and activities to be passed along to the next person in your position.