



## Leadership Responsibilities Description: Immediate Past Chair of the Academy Board of Trustees

In addition to the expectations listed in the Leadership Responsibilities Description of an Individual Member of the Academy Board of Trustees (Academy BoT), the Immediate Past Chair shall assist the Chair in the performance of his or her duties by providing continuity, advice and other assistance to the Chair; and, in general, perform all the duties incident to the office of Immediate Past Chair and other such duties as from time to time may be assigned to him or her by the Chair of the Board. Specific duties of the Immediate Past Chair of the Board include the following:

### **General Responsibilities**

- Serve as a member (ex-officio) of the Academy Nominating Committee.
- Perform any duties as assigned by the Board Chair.

### **Meetings**

- In the absence of the Board Chair and Vice Chair, preside at all meetings of the Academy BoT and Academy membership.
- Attend all Board meetings.
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### **Relationship with the Executive Director and Director of Certification**

- Support the Executive Director and Workforce Innovation Officer to foster a relationship based on mutual trust and respect.

### **Fiduciary Responsibilities**

- Work with the Treasurer to oversee The Academy's Business Plan and Budget.

### **Ambassadorial Service**

- When asked, speak to the media and the community on behalf of the organization in accordance with the ACRP Global Media and Communications Policy; represent and promote the organization in the community through regular Chapter involvement and at conferences.

### **Monitoring and Review Schedule**

Monitor as needed and reviewed by Academy BoT every two years.



**Dates Reviewed by Academy BoT**

May 15, 2012

March 5, 2017

**Dates Modified by Academy BoT**

March 5, 2017

**Dates Approved by Academy BoT**

May 15, 2012

March 5, 2017