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## BRD-06-02.08.05 Board and Board Members

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

In addition to the expectations listed in the Leadership Responsibilities Description of an Individual Member of the Association Board of Trustees (ABoT), 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 of the Executive Committee and on other committees as assigned by the ABoT.
- 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 ABoT, Executive Committee, and ACRP membership.
- Attend all Board and Executive Committee meetings.
- In order to secure due process in line with ACRP ABoT values, the Immediate Past Chair or Chair contacts board members who are consistently absent from Board meetings:
  - To assess the Board Member's continued interest in and possibility of supporting Board activities
  - To report to the Chair any agreed (by both concerned Board Member and Immediate Past Chair) outcome of such assessments

#### **Relationship with the Executive Director**

- Support the Executive Director and foster a relationship based on mutual trust and respect.

#### **Fiduciary Responsibilities**

- All trustees have a fiduciary responsibility to oversee ACRP's financial performance. Trustees will regularly assess the organization's financial policies and procedures, approve the annual budget, and review financial reports and audits to ensure that the organization has the resources necessary to carry out its mission and support its headquarters' operations.



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### **Ambassadorial Service**

- When asked, represent and promote the organization in the community through regular Chapter involvement and at conferences.

### **MONITOR AND REVIEW SCHEDULE**

Monitor as needed and review every even year by the Governance Committee.

#### **Dates Reviewed by Committee**

August 1, 2016

#### **Dates Modified by Committee**

August 1, 2016

#### **Dates Approved by Committee**

May 2012

October 2012 August 1, 2016

#### **Dates Reviewed by ABoT**

May 24, 2012

October 27, 2012

August 10, 2016

#### **Dates Approved by ABoT**

May 24, 2012

October 27, 2012

August 10, 2016