



Immediate Past President | MMANC Board Position Description

TITLE:

Immediate Past President

TERM:

As with all Board positions, this position begins annually on January 1 after elections are conducted.

The position serves a one (1) year term.

DUTIES:

- Serves as advisor to the President and assists the Executive Board where needed.
- Ensures the successful onboarding of the President, Executive Board members, and Region Co-Chairs.
- Serves as the Committee lead for the Awards Committee, facilitating nominations and award of distinguished awards and scholarships.
- Assists with special projects as assigned.

MINIMUM EXPECTATIONS:

- Attend the majority of the Full Board meetings (held as frequently as once per month), attend Board Retreats (held twice per year), and the Annual Conference.
- Attend the majority of Executive Board meetings per year.
- Respond to Board and member correspondence in a timely manner and remain available to advise the President and the Full Board as needed.
- Maintain familiarity with MMANC Bylaws and Board policies.
- Support the successful onboarding and transition of incoming Board leadership, including the President, Executive Board members, and Region Co-Chairs.
- Provide institutional knowledge and continuity by sharing relevant history, context, and lessons learned with current Board leadership.



- Assist with special projects and other Board responsibilities as needed.
- Lead the Awards Committee in the execution of the nomination process and awarding of all MMANC awards.

OVERSIGHT:

The Immediate Past President is a member of the Executive Board, which consists of the President, Vice President, Finance Director/Treasurer, Communications Director/Secretary, Membership Director, Program Director, and Immediate Past President.

QUALIFICATIONS:

- Must have served as the President of MMANC in their previous term.
- Must be a current MMANC Full member in good standing.
- Demonstrated willingness and ability to support the incoming President and Executive Board in an advisory capacity.

ADDITIONAL CONSIDERATIONS:

- The time commitment for this volunteer position is up to **five (5) hours** per week.
- This role is automatic and is not voted on by the membership.
- Immediately following the term as Immediate Past President, in accordance with the Bylaws, the incumbent becomes an Honorary Member and is no longer eligible to run for positions following this 1 year term.