JOB TITLE: IMMEDIATE PAST PRESIDENT

JOB SUMMARY
The Immediate Past President's role is one of providing mentorship and advice to the President, Board of Directors and Management Board.
RESPONSIBLE TO
National President and National Council
DIRECT REPORTS
Chair of National Council
RESPONSIBILITIES AND DUTIES

- Responsible for mentoring new members of the Board of Directors and Management Board.
- Responsible for providing advice to the Board of Directors and Management Board.
- Responsible for being the designated Board member to link with the National Council chair, attending National Councillors' meetings as requested
- Provide regular updates to National Council on matters discussed at the Board or matters due for discussion at National Council.
- Represent the views of National Councillors on the Management Board.
- Motivate National Councillors to provide a supportive culture to the Clubs.
- Ensure the welfare of the National Councillors.
- Liaise regularly with National Councillors encouraging feedback of issues raised at Club and Regional level.
- Carry out regular meetings with the National Councillors ensuring good communications within Clubs, encouraging the promotion of regional activities/cluster events.
- Work with the Chair of the National Council to ensure National Councillor vacancies are at a minimum, planning for future vacancies as a result of retirements.
- Liaise with the National Secretary to ensure papers are sent to National Council in a timely manner.

- Ensure National Council fulfils its responsibilities for the governance of the Association.
- Advise the President in carrying out his assigned responsibilities.

Perform other duties or lead special projects as requested by the President or National Council1 Club is a Company limited by guarantee. The Immediate Past President is designated as a Company Director. As such the Immediate Past President will be required to meet the requirements placed on Company Directors as defined in the accompanying job description entitled “Main Board Director”.

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Ability to meet fit and proper person’s criteria.
- Excellent interpersonal and communication skills, and ability to build rapport and credibility with a wide range of stakeholders.
- Ability to think creatively
- Ability to take personal responsibility and have the confidence to make difficult or potentially unpopular decisions.
- Ability to exercise judgement around sensitive issues.
- Strategic thinking and planning skills.
- Strong leadership and decision-making abilities.
- Ability to listen
- Ability to chair meetings
- Ability to inspire and motivate people.

Key Activities

- As a member of the Board of Directors and Management Board implement decisions made by Board Members and carry out the business of the Association.
- Be responsible on behalf of the Association providing advice and mentoring to the Board of Directors and Management Board
- Be responsible for representing the views of National Council on Management Board, regularly liaising with National Council and providing updates on Board decisions.