****

**Position Description:**

**Past President**

**Purpose:**

*The role of the Past President is to ensure continuity during governance transitions and*

*organizational change, to help ensure the appropriate succession of Directors, to support the President in their role, and to provide stability to the organization by providing historical context for issues.*

**Responsibilities:**

Under the direction of the President of the Board of Directors, the Past President’s responsibilities include:

1. Along with the Director of Volunteer Engagement, assisting with an equitable nomination process,   
 ensuring the needs of the Board are met to the best of ability and to present a slate of candidates   
 to the membership at the Annual General Meeting.

2. Regular reviewing and developing of governance policies over the course of a two year term,   
 continuously reviewed.

4. Routinely review and revise Bylaws, presenting any necessary changes to the membership with   
 due notice; provide interpretation of Bylaws and parliamentary procedures during Board meetings.

5. Participating actively in Board meetings, and/or any special meetings called by Board members or   
 members at large

6. Supporting the President in their position through mentoring, coaching, advising and   
 recommending Board development and procedures

7. Continuing to advocate for the profession and for the association wherever and whenever   
 possible.

8. Providing a historical context for decision-making and revising planning, objectives, etc.

9. The Past President may take on any special projects as directed by the Board or President.

10. Complete/respond to any responsibilities associated with being a Board member (attending,   
 preparing for, and participating in meetings/conference/AGM/retreat; financial accountability and   
 management of portfolio budget; reports; updating website information; policies; promoting  
 PAVRO; recruiting potential Board/Committee members; etc.)

**Experience/Skills Required:**

• A minimum of one year experience in the President position

• Strong belief in PAVRO’s mission, vision and values; able to articulate them

• Demonstrated excellent leadership skills, including previous experience as Chair of a committee or   
 Board

• Complete understanding of the roles, responsibilities, parliamentary procedures of not-for-profit   
 Boards

• A demonstrated commitment and experience in supporting best practice in the engagement of   
 volunteers.

• Excellent interpersonal and organizational skills as well as excellent communication skills (written   
 and oral) including public speaking

• Flexibility and patience

**Terms:**

The Past President shall attend Board, Executive and Special meetings of PAVRO for one year but may continue in the role at the discretion of the President. In the event that the President is unable to assume the role of Past President, their predecessor may be asked to continue in this position (according to PAVRO Bylaws) Must be prepared to attend all Board meetings, trainings, conferences, retreats as well as any appropriate committee or outside meetings; may need to travel on occasion

**Code of Conduct**

All Board members must agree to the following:

● I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner  
 that would bear public scrutiny.

● I agree to declare any real, apparent or perceived conflict of interest in matters which may result in  
 financial gain or personal benefit.

● I further agree to maintain the confidentiality of any proprietary or privileged information to which I   
 have access, both during and after my term on the Board of Directors. This information may include  
 contracts, financial information, membership lists, staffing or personnel documentation and/or   
 discussions about PAVRO business.

**Benefits:**

• Opportunity to gain a keen understanding of current happenings in the profession and broader   
 voluntary sector.

• Opportunity to use professional knowledge gained through PAVRO Board experience

• Opportunity to network and work closely with leaders in volunteer management from across the   
 province

• Opportunity to have broad input and impact on behalf of PAVRO and the profession.

• Opportunity to further the goals and ensure the stability of PAVRO

• An opportunity to develop/enhance leadership experience and be part of a team dedicated to  
 excellence and best practice in the engagement of volunteers.

• Reimbursement for travel expenses and long-distance phone charges (as per existing policies).

Created: March 6, 2013 Revised: December 2016