

WESTOP SoCal Role and Responsibilities 2016 - 2017

Position: Past-President

Purpose: Work closely with the President and President-Elect to provide support and knowledge related to Chapter objectives, activities, procedures and services. Ensure that chapter is providing adequate professional development opportunities to the membership.

Key Responsibilities:

1. In case of the absence or disability of the President and President-Elect, to temporarily exercise all the powers and perform all the duties of the President.
2. Will oversee Career and Professional Development activities.
3. Provide support and assistance to new project directors and personnel to enhance their understanding of TRIO/Equity programs and to improve the quality of services delivered.
4. Chair the professional development graduate & conference scholarship committee.
5. Organize and implement the annual Professional Development Seminar (PDS).
6. Select the PDS site, dates, and negotiates contracts.
7. Appoint chairpersons for each PDS committee.
8. Prepare event registration material for dissemination via the on-line Cvent registration system.
9. Serve on the WESTOP professional development committee, which puts together the Emerging Leadership Institute.
10. Participate in WESTOP and Chapter committees as needed.
11. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
12. Prepares a written report one week prior to scheduled chapter meetings and submits them to the president.
13. Any other duty and task as assigned by the President, which is related to the overall purpose of the Chapter and the good of the Association.

Elected by: WESTOP SoCal Chapter membership.

Term Length: 1 Year

Time commitment: 4 years Total

1. President Elect (1 year term), President (2 year term), and Past-President (1 year term)
2. Four-five Chapter Meetings annually (this includes attendances to PDS and the WESTOP Annual Conference)
3. Monthly Executive Board & Service Council Conference Call Meetings and one-two retreats yearly.

Reports to: President