

## **PAST PRESIDENT**

### **Past President – General Duties**

- Serves as a Delegate to CREW Network. As a Delegate, attends the CREW Network Council Meetings and Annual Convention and participates in the Chapter Leadership Training provided by CREW Network. Casts one of our chapter's two votes at Network as directed by the CREW DC board.
- Chairs the Nominating committee. Responsible for running the process as described in the CREW DC Bylaws in a timely fashion.
- Supports the President in her new role, providing historical information and advice as needed.
- Attends the Programs and monthly Board meetings, the Advisory Council meetings, and quarterly meetings with the Committee Chairs.
- Serves on the CREW National Capital Committee (CNCC)

## **NOMINATING COMMITTEE**

During the first six (6) months of each year a Nominating Committee shall be formed, to serve for a period of one year. The Nominating Committee shall be composed of five Active Members, who shall be selected by the immediate past President of the Association, President and President- Elect. The Active Members selected to serve on the Nominating Committee shall be approved by a majority of the Board of Directors. The immediate past President of the Association shall serve as Chairperson of the Nominating Committee. If the immediate past President should be unable or ineligible to serve as Chairperson, a Chairperson shall be elected by a majority vote of the Board of Directors.

### **Nominating Committee Chairs – General Duties:**

- The Chairperson of the Nominating Committee shall mail (by regular or electronic mail) the list of nominees to each Member of the Association at least thirty (30) days prior to the date set for the Annual Meeting and at least twenty (20) days prior to the date set for returning a mail (regular or electronic) ballot.

### **Nominating Committee Responsibilities include:**

- Nominate Active Members as candidates to serve on the Board of Directors to be elected at the next annual meeting of the Members of the Association. **Section 7.2 Election of Board of Directors** in the Bylaws document provides specific guidance on how to conduct the nomination and election process.
- Notify the Director of Communications in writing of the names of such candidates at least forty-five (45) days prior to the date set for the Annual Meeting or Board Meeting, as applicable, if any, or the date set for balloting by mail, if no meeting is held.

**Chapter Administrator – General Duties:**

- Assist Immediate Past President with the nomination process to include:
  - Confirm timeline for Board Nomination Process
  - Post the nomination information to the website
  - Coordination of Path to Leadership meetings to include preparation of materials, slides and arrangement of catering
  - Email blasts to membership regarding nomination timeline
  - Coordination of the Board materials to be posted on Website
  - Coordination, Collection and Tracking of Nominations
  - Compilation of the Nomination package for Committee selection
  - Work with Immediate Past President to create and distribute Board Slate announcement with Bios