



New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability

Position(s):	Past President		
Committee:	Advisory Committee Chair, Advisory Committee Chair		
Version:	Original 1.0 (Draft)	Replaces Version:	N/A

GENERAL PURPOSE OF THE POSITION/COMMITTEE: *Briefly describe the position's primary purpose or contribution to the Organization.*

The position of the Past President is to provide support and guidance, as required, to his/her succeeding President and Executive. The Past President also serves the Association as Advisory Committee Chair.

Active and effective performance on this role is critical to the Association in terms of providing:

- Smooth succession from one Executive to the next.
- Continuity in the general direction of policies, ongoing projects and annual objectives.

MEMBERSHIP: *As specified in the NBFTA Constitution, by-laws or otherwise.*

Past President and Advisory Committee Chair.

TERM: *As specified in the NBFTA Constitution, by-laws or otherwise.*

The individual serves the Association for a one year term concurrently as Past President and Advisory Committee Chair.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *List essential and important functions and responsibilities. Include all important aspects -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.*

The primary duties and responsibilities of this position include, but are not limited to, the following:

- Provide active and effective support and guidance to his/her successor.
- Promote and maintain effective two-way communication with Association membership and external parties.
- Develop and maintain an action plan.
- Complete specific projects initiated while serving as President, as agreed to with current President.
- The past president along with the regional executives make up the nominating committee for the AGM.
- Periodically report progress to the executive.
- Assist in Association initiatives, as required.
- Assist with planning and conducting the Associations Annual General Meeting.

- Substitute for Executive members at internal and/or external functions, as required.

MEETING FREQUENCY: *Include any sub-committees.*

The Past President is responsible to participate in all NBFTA Executive Meetings.

As Chair of the Advisory Committee, the Past President is accountable for activities of this group as specified in it's terms of reference.

ADDITIONAL INFORMATION: *Include any other information that will aid in the preparation of an accurate description of this position.*

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Revised By		Date	