

**Title:** State Past President

**Primary Purpose:** To be the Chairperson of the Nominating Committee for state offices. To provide historical and experiential expertise in the decision making processes of the Executive Board and Board of Directors

**Reports to:** The President and Board of Directors of CSCR

**Serves:** A one-year term
Immediately follows the year of serving as President of CSCR

**Requirements:** Current member of CSCR
Immediate Past President of CSCR
Attend all Board of Directors’ Meetings or Conference Calls
Attend Annual Educational Conference and Membership Meeting

**Principle Duties:**

1. **Board of Directors responsibilities**
	1. Reports
		1. Presents a written report reflecting position activity to date at all Board meetings
		2. Presents a written report on activities at Annual State Membership meeting
		3. Contributes position activity report for publication in the Organization’s Newsletter and Website as requested
	2. Other Board responsibilities
		1. Be available for Speakers Bureau
		2. Performs other duties as directed by the CSCR Board of Directors
2. **Nominating Chair**
	1. Serves as the Chairperson of the Nominating Committee
		1. Calls for nominations for state officers at the summer Board meeting
		2. Nominations must be open for a minimum of 30 days – see bylaws. Close nominations by January 1
		3. Works closely with Regional Representatives to obtain nominations
		4. Send job description to any potential candidate for their review
		5. Encourage potential candidate to review the position responsibilities with the current position holder
		6. Obtain from each candidate: a biographical sketch, CV, statement as to why they want the position and one or two goals
			1. Review with committee
			2. Keep CV on file
			3. Confirm current CSCR membership with Membership Director
		7. Present nominees to the Board of Directors via e-mail or Conference Call at least 30 days prior to the Annual meeting for approval
		8. Following the candidates’ appointments by the Board of Directors, the new officers are notified by either the Past or current CSCR President
3. **Orientation of New Board Members**
	1. Instructs Outgoing and Incoming Board members to stay for Orientation after the Annual Educational Board of Directors’ meeting
	2. Assures that each Outgoing Board member will be present to provide a complete orientation to the Incoming Board Member
		1. If a Board member is unexpectedly absent, the Past President will follow up to make sure that an orientation does take place
	3. Position specific orientation will occur right after the General orientation
	4. New Board members are introduced at the Annual membership meeting and officially take office after the Annual meeting
4. **Board of Director Notebook**
	1. Works with the Secretary to update the Board of Directors’ Notebook
	2. If corrections are needed during the year, will work with the President and the Secretary to upload to website
5. **Awards and plaques**
	1. Works with the President, Membership and Regional Officers to obtain nominations for Awards