



OPERATING GUIDELINES

PAST PRESIDENT

I. OBJECTIVE

To describe the responsibilities of and procedures to be followed by the Past President.

II. TERM OF OFFICE

The Past President will serve for a term of one year, having previously served as President (one year) and Vice President (one year).

III. DUTIES

- A. Member of the Board of Directors.
- B. Attends **MARSQA** Board of Director meetings, and assists the President and other Officers and Directors in providing leadership to **MARSQA**.
- C. Provides guidance to the Board of Directors to ensure continuity in management of **MARSQA** business.
- D. Assists in the development of policies, procedures and operating guidelines for **MARSQA**.
- E. Votes on policies and issues that are required to effectively govern the Chapter.
- F. Assumes responsibility for special tasks or projects, as requested.

IV. PROCEDURES

- A. Presides at all meetings of the Chapter and of the Board of Directors in the absence of the President and Vice President.

V. RECORDS

- A. Provides records to Historical Committee, as appropriate.

VI. TIME REQUIREMENTS

- A. Minimum of 5 days per year for Membership and Board of Director meetings.
- B. Average of 1-2 hours per week on correspondence, phone calls and other Communications.