



**PCMA Southeast Chapter
Board of Directors Position Description**

Position Title: *Immediate Past President*

Definition:

The Past President shall be actively represent and promote PCMA (and the SE Chapter) in all external industry related joint associations and ensures we have a voice in industry-wide specific initiatives and oversee the governance of the Chapter. **Member of Chapter Executive Committee.**

Responsibilities:

1. To support and help to achieve the PCMA SE Strategic Plan
2. Serve as the Chair-person of the Nominations Committee Board
3. Be the Board representative for chapter satellite committees

Duties:

1. Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
2. Attend and Participate in mid-year Board Retreat (typically in June)
3. Determine deadline for submission of nominees for chapter office.
4. Acts as a consultant to the current Executive and Board of Directors.
5. Ensures job descriptions are up- to- date and are available for new and current board members.
6. Maintains the Policy and Procedure Manual keeping it current based on Board of Directors decisions.
7. Reviews nominations or applications with the Nominating Committee.
8. Presents the slate of the nominations to the Membership for approval.
9. Conducts elections, if required, as outlined in By-Laws.
10. Point of contact and volunteers organizer for the committee in Central Florida that executed Educational Programs in that area.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of PCMA
- Ability to outline needs, target prospects, and effectively engage membership for sponsorship participation
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.