

Board Position:	Past President	Eligible to Vote:	
Chapter Name:		State:	
Term Start Date:		Term End Date:	
Reports to:			
Job Description			
<p>Objective: Assist President and HUPAC chair in strategic fundraising and appropriate follow up for local and national PAC efforts. Support President & President Elect in transitioning annual goals and measurements as needed.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ✓ Work with Treasurer and President to determine annual budget items ✓ Create transition plan for incoming President & President Elect ✓ Work directly with HUPAC Chair to assist in developing a fundraising plan and support strategy ✓ Provide monthly board report at board meeting ✓ Recruit board members to open seats; facilitate introductory meeting with each new incoming chair persons to review responsibilities ✓ Create and maintain mentorship program and guidelines for incoming officers <p>Expected Commitment: Monthly Deliverables (based on board's strategic plan) Chapter Board Meetings and Events Regional and National Meetings and Events</p>			
Chair:		President:	
Sign:		Sign:	
Date:		Date:	