



IMMEDIATE PAST PRESIDENT & NOMINATIONS CHAIR
Job Description

The Immediate Past President shall:

- Chair the Nominating Committee.
- Choose knowledgeable persons to serve on the committee.
- The Nominating Committee shall consist of four members.
 1. The Chair of the Committee shall be the Immediate Past President of the chapter.
 2. The committee shall have at least one member who is not a current Director.
 3. The Nominating Committee shall meet at least sixty (60) days prior to the annual meeting, prepare a list of suggested individuals to fill appointed positions, and choose a slate of nominees to fill vacancies on the Chapter Board of Directors and among the Officers to be presented to the annual meeting of the Chapter. Additional nominations may be made from the floor at the Annual Meeting.
 4. The Nominating Committee shall prepare a slate of nominations for all elected offices.
- Work closely with committee members to ensure diversity and see that best qualified applicants are chosen. The Nominating Committee shall mail a slate of nominees to all Chapter members at least thirty (30) days prior to the Annual meeting.
- Work with the Newsletter ed. to place announcements regarding the slate of officers, scheduled elections, and the installation program in the chapter publication.
- Attend all board meetings.
- Be an AFP member in good standing.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term;
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.