

## BLESSED SACRAMENT CATHOLIC WOMENS' LEAGUE

SECTION: Administrative Positions

ORIGINATED: 2014 September 09

TITLE: **Past President**

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### PURPOSE

The experiences that the Past President brings to the Executive will assist the new President in making decisions for the Blessed Sacrament Catholic Women's League Council.

### POLICY

The Past President acts in a consultative and advisory capacity to the President and others on the Executive. The Past President is a resource for the history and tradition of the Council.

### TERM

The term of this position is two (2) years.

### FUNCTIONS

The Past President:

- a) serves the Council and President in a consultative capacity;
- b) facilitates and encourages implementation of the national Constitution & Bylaws of the League;
- c) stands in for the President if the President is unable to fulfill her duties and the Vice-President is not available;
- d) chairs the elections committee;
- e) is responsible for the archives and history of the Council;
- f) maintains an archival index of all materials;
- g) ensures that monthly and annual reports are archived;
- h) preserves the council history through scrapbooks, photographs and minutes;
- i) chairs the Policy and Procedures Committee to review, propose amendments, etc., to policies and procedures at least every three years;
- j) performs other duties as assigned by the President.