



**Board of Directors**  
**Immediate Past President**  
**Position Description and Duties**

Revised 04-19-2019

The Immediate Past President serves on the Executive Board of Directors (EB) of the Castle Rock Senior Activity Center to bring continuity and historical perspective to board decisions that may have a relationship to earlier decisions made while he/she may have been President. The Immediate Past President is an honorary member by invitation of the EB to the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD), hereinafter referred to collectively as the CRSAC. As such assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs. This position will not have voting rights, but will be welcome to attend EB and Board of Directors (BOD) meetings.

The Immediate Past President is encouraged to attend all EB and BOD meetings.

This position will:

- Chair the Nominating Committee for Annual elections,
- Conduct and monitor the mail-in ballot process prior to the annual meeting,
- Formally announce elections results at the Annual Meeting,,
- In conjunction with the Castle Rock Senior Activity Center staff, publish results in the Castle Rock Senior Activity Center newsletter (CRSAC), and,
- Work closely with the EB and BOD on other duties as requested by the EB.