



**Indiana**  
Chapter

## **JOB DESCRIPTION IMMEDIATE PAST PRESIDENT**

### **Member of the Board**

As a member of the Board, the Immediate Past President is expected to attend regular and special Board meetings.

### **ALA International Filing and Reporting Requirements**

The Immediate Past President assists the President in complying with mandated ALA International filing and reporting requirements.

### **Chapter Mission Statement**

The Immediate Past President reviews the Chapter's Mission Statement and Goals at the beginning of the Chapter year and makes recommendations to the Board for any changes necessary to keep the Mission Statement and goals relevant and current as defined by the Board for the current Chapter year.

### **Annual Review of Chapter Bylaws and Filing with ALA**

The Immediate Past President reviews Chapter Bylaws at the beginning of the Chapter year and makes recommendations to the Board for any changes necessary to keep the Chapter bylaws current with the Chapter's Mission Statement and goals, the needs of the Chapter members, and to assure conformance with ALA International Bylaws. The Immediate Past President submits proposed changes in Bylaws to ALA International and ensures current Bylaws are on file with ALA International.

### **Presidents' Award of Excellence**

The Immediate Past President is responsible for monitoring and ensuring that the Chapter performs at the highest level possible for the Presidents' Award of Excellence program. The Immediate Past President shall mentor the President as to the necessary steps required to complete the Presidents' Award of Excellence and is responsible for ensuring it is submitted to ALA in a timely manner.

### **Foundation of the Association of Legal Administrators and Suzy Faulkner 'Now is Now' Award**

The Immediate Past President will serve as the Chair of any Foundation of the Association of Legal Administrators Chapter initiatives.

The Immediate Past President will serve as the Chair of the annual Suzy Faulkner 'Now is Now' Award.