

**JOB DESCRIPTION
IMMEDIATE PAST PRESIDENT**

Member of the Board

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

ALA Filing and Reporting Requirements

Assists President in particular and the Board as a whole in complying with mandated ALA filing and reporting requirements.

Annual Filing with Secretary of State

Completes, circulates for signatures and timely files the Annual Report of a Not-for-Profit Organization of the Indiana Chapter of ALA with the Indiana Secretary of State in the anniversary month of the association.

Chapter Mission Statement

Reviews 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

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 ByLaws. Submits proposed changes in ByLaws to ALA and ensures current ByLaws are on file with ALA.

New Member Orientation

Responsible for any New Member Orientation efforts made by the Chapter and acts as a mentor to new Chapter members. Develops any required systems/procedures to assist members who are new to ALA, new to the profession and/or others needing "mentoring."