**INAFSM Board of Directors Job Description**

**IMMEDIATE PAST CHAIR**

**Duties as Stated in By-Laws:** “The Immediate Past Chair shall be a Non-Voting Director and perform all duties properly required by the Chair and listed in the Immediate Past Chair’s job description.”

**Responsibilities:**

* Attend all board meetings.
* Carry out special assignments as requested by the board chair.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Serve as the Membership Committee Chair
* Prepares and submits written report to Board members prior to each Board meeting.
* Keeps job description and all Immediate Past Chair position documents up to date