

# American Association of Law Libraries

## Job Description: Immediate Past President

The Immediate Past President remains a member of the Executive Board for one year following his/her presidential term. This continued involvement provides continuity and the Immediate Past President can serve as a resource for the President, if asked. The duties and responsibilities expected of all Board members are also expected of the Immediate Past President. This includes preparing for and attending all Board meetings, making chapter visits, serving on or chairing Board committees, serving as a committee liaison, attending Board events at the Annual Meeting, and generally participating in Association governance activities. See the job description for Executive Board Member for additional details. <http://www.aallnet.org/board/>

The Immediate Past President is a valued member of the Board whose experience can be an asset but whose new role for the year requires the understanding that he/she is no longer the main decision-maker. The Immediate Past President may be asked to represent the Association at an appropriate event when the President is unable to do so, or the Immediate Past President may be asked to perform special tasks (i.e. planning a program for the Past Presidents' gathering at the Annual Meeting). Whether this kind of request is made will vary from year to year, but the Immediate Past President should be prepared to perform such special tasks as requested.

### Board Committees

#### Executive Committee

The Immediate Past President is a member of the Executive Committee and may be asked to serve on other committees as well.

#### Executive Director Review Committee

The Immediate Past President chairs the Executive Director Review Committee. Clear procedures and a timetable for the review process are available at [http://www.aallnet.org/about/policy\\_board\\_director.asp](http://www.aallnet.org/about/policy_board_director.asp). The Immediate Past President will have already served as a member of this committee while Vice President/President-Elect and then as President. This is a unique situation among the many responsibilities of the Board. Because of the confidential nature of the proceeding, the Headquarters staff does not provide support for the Immediate Past President in carrying out the Executive Director Review. The Immediate Past President's home institution is expected to do so (although all costs can be reimbursed). The Headquarters staff does arrange conference calls.

Revised January 27, 2011