



International Association  
of Business Communicators  
Pittsburgh

## **IMMEDIATE PAST PRESIDENT – Role & Responsibilities**

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The primary role of Immediate Past President is to serve as chapter consultant, providing support to the President and other Executive Board members, succession planning, and onboarding and training to the new President.

The Immediate Past President will also:

- Participate, with the President and the Executive Board, on the review/documentation of chapter's activities for the year including, but not limited to: updating role descriptions, documenting committee activity, reviewing sponsorship materials, and drafting an annual report
- Recruit and chair the annual Executive Board Nominating Committee
- Serve as secondary liaison to the region and international leadership
- Vote on region issues as backup to or in lieu of the President
- Coordinates special projects as needed

Term Length: 1 year, running July 1 – June 30

Must be an IABC member? No

Election: *Ex officio*; still listed on annual slate of board officers voted on by chapter membership