

ACLCP Tip Sheet
Immediate Past Chair

Duties:

- Assist the Chair with the business of the Association
- Serve as orientation leader for new officers and chairs
- Work with the Chair and Vice Chair/Chair-elect to plan the new year's topics for the Governing Board Meetings
- Maintain the records on the Strategic Plan Action Steps

Orientation:

- Establish Officer Tip Sheets and revise as needed

Strategic Planning:

- Work with the Chair and Vice Chair/Chair-Elect to draft the new operating plan during the summer
- Maintain the yearly operating plan records for the Char and provide a final report on progress to the Secretary for the official records at the end of the year
- Oversee the planning process which occurs every five years

Governing Board Meetings:

- Contact vendors re: product demonstrations of interest to the Board of Directors
- Work with the Board of Directors members to present background information for brainstorming sessions on the "big issues" identified at the beginning of each year

Things to Remember:

- Consult the bylaws regularly to ensure adherence
- Remember to call for Board of Directors topics at the beginning of the year
- Meets with the Chair and Vice Chair/Chair-Elect at the end of the year to plan the next year