

REPLACES:

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**SUBJECT: DUTIES & RESPONSIBILITIES OF THE PAST-PRESIDENT**

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The Immediate Past-President shall chair the Bylaws Committees and perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- a) Collect and prepare necessary documentation for proposed bylaws changes as Chair of the Bylaws Committee;
- b) Deliver to the incoming Past-President all files, papers and other property belonging to the Society, immediately upon retiring from office.

**Attachment 1 –Calendar of Events**

**January**

Deliver to the incoming Past-President all files, papers and other property belonging to the Society, immediately upon retiring from office.

Other Duties as Assigned