



## **Presidential Stream – Immediate Past President Summary of Responsibilities**

*Revised: March 2017*

### **Summary of Charge:**

The Past President is responsible for:

- Promoting EnglishUSA to current and potential members and to other organizations in the international education field
- Carrying out other assignments in consultation with or at the behest of the President and the Executive Board

### **Length of Term**

One year (subsequent to serving one year as President-Elect and one year as President)

### **Committees**

- The Immediate Past President may be appointed by the President to serve on ad hoc committees.

### **General Responsibilities**

- Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- Align activities with the goals of the EnglishUSA strategic plan
- Review the strategic plan annually and contribute to its revision as necessary
- Contribute to the recruitment of new board members
- Participate in the annual evaluation of the Executive Director at board meeting before NAFSA.
- Ensure that the incoming President is kept abreast of all ongoing issues and that all relevant materials are passed on to the new President
- Contribute to the EnglishUSA Newsletter or blog periodically
- Immediately following the end of the term as Immediate Past President, serve as the Chair of the Nominating Committee