Past Presidents’ Council
Position Description

Position Description:

The Past Presidents’ Council’s Chair is the lead person overseeing the Past Presidents’ Council (PPC). The PPC Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the PPC. The PPC Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines or as requested by the President and/or ExCom. The Immediate Past President is the chair of the PPC and serves a one year term.

What to Expect:

The Past Presidents’ Council Chair position is one of leadership – selected through a process established by the Past Presidents. The Past Presidents’ Council will direct and implement the vision that ExCom has established through the strategic planning process. The Past Presidents’ Council Chair must manage the members of the Past Presidents’ Council to ensure that projects and tasks are being kept to schedule and implemented on time. The Past Presidents’ Council may be called upon to represent the Society at official functions which may require travel and time-off from a work position. An estimated time commitment of one (1) to two (2) hours per week on monthly commitments and reports, which includes, but is not limited to, Past Presidents’ Council Chair Report, monthly telephone conference call with Past Presidents’ Council members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for EDSymposium as required. Ability to respond to email in a timely manner is required.

<table>
<thead>
<tr>
<th>Event/Task</th>
<th>Time Commitment</th>
<th>Funded by SDA</th>
<th>Not Funded</th>
<th>Anticipated Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSymposium</td>
<td>3 days</td>
<td>N/A</td>
<td>Airfare, hotel, registration</td>
<td>Per schedule</td>
</tr>
<tr>
<td>ExCom/Committee Chairs Conference Calls</td>
<td>1 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>PPC Committee Conference Call</td>
<td>1 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous email correspondence and</td>
<td>1-2 hours per week</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work on initiatives undertaken</td>
<td>1 hours per week</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Committee Purpose/Responsibilities:

♦ To oversee the Grant
♦ Participate as Discussion Board Expert
♦ Support ExCom in the decisions made and to promote solidarity

Duties and Responsibilities:

All Committees

♦ Oversee the national Committee
♦ Oversee the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
♦ Prepare monthly Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call.
♦ Communicate with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
♦ Assess the need for volunteers to enhance program/service delivery
♦ Author communications relative to the committee for such SDA communications as determined in schedule.
♦ Act as liaison to intersecting/overlapping committees.
♦ Work with Headquarters to keep committee information updated on the SDA National website – headshots of committee members/quarterly review of website pages
♦ Prepare annual committee report
♦ Prepare annual wrap-up report and transfer of information for next committee chair.
♦ Post committee information to Basecamp.

Past Presidents’ Council
♦ Oversee the Past Presidents’ Council
♦ Make sure SDA Story is updated with most recent president’s information
♦ Oversee and promote the Past Presidents Council Professional Development Grant
♦ Oversee the SDA PPC Foundation and communicates needed information to the SDA President
♦ Attend annual EDSymposium (as a member of ExCom)

Budgets Responsible to Develop:
♦ Past Presidents’ Council Committee to submit proposed budget to ExCom for final approval

During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

Revised: April 10, 2015