

**AAUW HEALDSBURG BRANCH**  
**JOB DESCRIPTION**  
**Reviewed March 2022**

*All board members are expected to do the following:*

*Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolution to president at least 48 hours prior to meetings. Communicate with president regarding branch issues.*

**BOARD POSITION: PAST PRESIDENT**

1. Attend Board meetings and provide historical perspective.
2. Assist President with transition and as requested.
3. Make suggestions for Leadership Team vacancies. (In practice, past presidents have taken on a major role for vacancy.)
4. Serve as Interest Group representative on the Board. Act as Board liaison for proposed new Interest Groups. Orient new Interest Group Chair to Branch communication practices.
5. Serve as substitute chair of the Board meeting if both President and Vice President are not available.