

AAUW HEALDSBURG BRANCH

PAST PRESIDENT

JOB DESCRIPTION

Updated May 2025

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.
- Work with the nominating committee to identify their replacement when their term ends.

Responsibilities

- Attend Board meetings and provide historical perspective.
- Assist President with transition and as requested.
- Make suggestions for Leadership Team vacancies. (In practice, past presidents have taken on a major role for vacancy.)
- 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.
- Serve as substitute chair of the Board meeting if both President and Vice President are not available.