
Palm Harbor Newcomers Club

PAST PRESIDENT ADVISOR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
One or more years,
following election of a
new president or in the
absence or unavailability
of the next immediate
past president

Purpose:

Serve as a resource and
advisor to the President
and to the Board of
Directors

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC President and Board
of Directors

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- Assure proper parliamentary procedure is being followed at Board of Director and General Membership meetings.
- Serve as a member of the Nominating Committee.
- Attend Executive Board meeting(s) if requested.
- As advisable and appropriate, maintain confidentiality.
- Assist the President in preparing the meeting/training agenda for an officer/chair transition event in May following the election of officers and appointment of chairs for the coming year.
- Prior to officer/chair training, assure the job descriptions for all Board of Director officers and chairs are up-to-date and complete .
- At or following officer/chair training, assure that each member of the Board of Directors has received adequate materials from her successor, including, but not limited to, printed current Bylaws, Job Description(s) and Standing Rules.
- As necessary, submit budget requests for the position..
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.