**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Chapter Past President for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The primary role of the Past President is to chair the Nominations and Elections Committee to identify and select qualified candidates for election to serve on the Executive Committee.

The other duties and role of this position is to provide guidance to the Executive Committee based on the knowledge and experience gained from previous positions on the Executive Committee.

**Procedures:**

The Past President will serve as the Chairperson for the Nominations and Elections Committee that is formed each year by the President. This Committee should be formed no later than the first Executive Committee meeting of the calendar year and will consist of members as described in the Chapter Bylaws. The members prescribed by the current Bylaws are:

1. The Committee will consist of at least three members but not more than five members
2. The most immediate Past President available will Chair the Committee
3. The Chapter President will nominate one member
4. The remainder of the Committee will be selected by the Committee Chair

The Nominations and Elections Committee members will need to be submitted to Society by January 15 each year.

The Committee will identify Chapter members who the Committee believes are interested in and will perform the function of the positions for which they intend to nominate them. The Committee will inform the Executive Committee of the final candidate slate no later than the March Executive Committee meeting.

The results of the Committee will be posted in the Newsletter, on the Chapter website (and other social media outlets) and announced in the Chapter meeting.

Elections may be held at the May general membership meeting or by electronic voting. The process to be used will be determined by the Committee and executed to have the names of the newly elected officers sent to Society by June 1.

The Chair of the Committee will work with the Secretary and send the names of the newly elected Chapter officers to Society.

The Past President will recognize other committee members by writing a short letter of appreciation for each member of the Nominations & Elections Committee upon completion of developing a full slate of candidates.

**Resources:**

Society Website

Society Staff

The Chapter Bylaws

List of potential Candidates (Excel Spreadsheet)

Current Chapter Roster

The Chapter Newsletter

Nominations & Elections Committee BCOG

**Continuous Improvement:**

This document will be updated annually by the Past President and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.