

## **Past President**

1. Serves as an ex-officio member of the Board of Directors for the year succeeding the Guild Presidency and acts in an advisory capacity.
2. Serves on the Executive Committee, Finance Committee and Grants Committee.
3. Serves as Historian, the "corporate memory", providing valuable ongoing input to the Board.
4. Chairs the Nominating Committee. This committee is comprised of the President-Elect, the Membership Chair, and two additional Members of the Guild. The committee shall be:
  - a. Responsible for recommending a slate of officers to be voted upon at the Annual Meeting.
  - b. Responsible for nominating Board members for specified positions.
5. Presents a slate of officers and Board members to the Board and at the Annual Meeting.
6. Reviews and updates job descriptions of the Guild annually.
7. At the end of his or her term, provides the incoming President-Elect with a loose-leaf Handbook containing pertinent Guild information, including organizational documents, job descriptions, recent minutes and finance reports, current newsletters, the list of Board prospects and other appropriate information.
8. Monitors the RMG Past President email account, [pastpres@rochestermusicguild.org](mailto:pastpres@rochestermusicguild.org).