



### **Immediate Past President and Past President Roles and Responsibilities**

<b>Title</b>	ASTS Immediate Past President / Past President
<b>Purpose</b>	Provide advice to President and Councilors to ensure the Council fulfills its responsibilities for the governance of the organization; lead special projects as requested by the President.
<b>Term</b>	One year, non-renewable
<b>Eligibility</b>	President succeeds to the office of Immediate Past President; Immediate Past President succeeds to the office of Past President
<b>Meetings</b>	Three ASTS Council Meetings (3 in person, conference calls as needed) Monthly Executive Committee Meetings Serves on Nominating Committee
<b>Time commitment</b>	2-4 hours/week for calls/email plus 3-5 additional travel days
<b>Responsible to</b>	Council

#### **Responsibilities of Council**

- Establish policies for administering programs and services in accordance with ASTS' mission
- Employ and support the Chief Executive Officer
- Ensure resources to support ASTS' budget and programs, including assisting staff in development activities when possible
- Ensure the financial affairs of ASTS are conducted on a responsible basis in accordance with established policies
- Represent ASTS at conferences, on national and state advisory groups, before government agencies, and with private individuals
- Participate in evaluations/reviews of the Council, including Council Meeting Assessments, and take steps to improve its performance

#### **Specific Responsibilities of Immediate Past President**

- Advise the president in carrying out her/his assigned responsibilities
- Perform other duties or lead special projects as requested by the President or Council

<b>Expense Support</b>	Travel expenses (except for the meetings held in conjunction with ATC) and ASTS-sponsored conference calls are covered by ASTS
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