

North Florida Compensation & Benefits Association

Immediate Past President Job Description

Summary

Assists the President and makes recommendations to the President and Board with respect to the performance of their duties.

Essential Functions

- Maintains by-laws of the Association and makes recommendations to the Board on necessary changes
- Prepares slate of nominees with the assistance of the current President for open Officer and Director positions for the Membership's approval
- Secures sponsorships and business development activities
- Ensures that the duties of the position are performed in accordance with the NFCBA by- laws
- Attends Board Meetings
- Attends Local Network meetings

Position Requirements

- Desire to support the local community of Compensation, Benefits, and Total Rewards professionals
- Ability to coordinate meeting sponsors

Term Length

The Immediate Past President role is normally for a two year period, depending upon current chapter leadership needs.

Date of Last Revision

6/11/13