



Advancing the Future of Public Safety



Position: Past President, Officer and Director of the Corporation

Prerequisite: Be a member in good standing with the IMSA International, IMSA Ontario Trillium Section, and previously held the position of President.

Amount of time required for position: Ten (10) hours per month. This does not include mandatory in person meetings, to be held four (4) times per year, the rest of the meetings would be held virtually. On site meetings are usually one half day each, virtual meetings are usually three (3) hours each.

Members of the Board of Directors shall be expected to attend a minimum of seventy percent (70%) of all regularly constituted meetings of the Board of Directors. The Board may excuse a member from complying with such attendance requirements in extraordinary circumstances. The Board Chair shall review the attendance record of each Board member and shall follow up with any Board member who does not comply with attendance expectations. A non-compliant Board member who fails to improve attendance may, by resolution passed by at least two-thirds (2/3) vote, be removed from the Board before the expiration of his/her term for not properly discharging his/her responsibilities. (Section 7.09 Meeting Attendance - Ontario Trillium section By-Laws)

Duties: The Past President shall preside, when present, at all meetings of the Board and at all meetings of the Members of the Corporation and in the event of the absence of the current President, shall sign all instruments that require signature. Within the authority delegated by the Board, the Past President shall represent and/or act on behalf of the Corporation. The Past President shall see to it that all resolutions of the Board are carried into effect. (Section 8.02 (c) Duties of the Officers - IMSA Ontario Trillium section By-Laws).

Position Description of the Past President

(a) Role Statement

The Past President assists the Board in providing leadership and ensures the integrity of the Board's process. The Past President facilitates co-operative relationships among Directors and between the Board and management, if any, of the Corporation.



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b) Responsibilities

Agendas: Ensure that a schedule of Board meetings is prepared annually.

Direction: In collaboration with management, develop standards for Board decision support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.

Performance Appraisal: Lead the Board in monitoring and evaluating the performance of management, if any, through an annual process.

Work Plan: Ensure that a Board work plan includes annual goals for the Board and embraces continuous improvement.

Board Conduct: Enforce policies and Bylaws concerning Board of Directors' conduct. Mentorship: Serve as a mentor to other Directors and Officers.

Succession Planning: Produces the Slate of Officers for the Annual General Meeting.

(Section 24.03 Position Description of the Past President - IMSA Ontario Trillium section By-Laws).

Shall utilize the IMSA Ontario Trillium Section file server for all files, (currently Google Drive).