

The Past President/Parliamentarian:

As Past President:

- Advise the president and work with her/him in selecting the proper procedure to transact business.
- Act as an advisor to the Board of Directors.
- Serve as chairman of the Nomination Committee.
- Coordinate the year end banquet with the president.
- Be responsible for purchasing gifts for the president for Christmas, birthday and year end.
- Initiate the writing of presidential medallion nominations for chapter president and state delegate.

As parliamentarian:

- Review and/or revise bylaws and policies with Bylaw/Policy Review Committee.
- Be responsible for sending in the chapter's bylaws and policies to the state parliamentarian and district director and for keeping them updated on any revisions.
- Have a copy of the bylaws and policies at every meeting.
- Be a non-voting member of the Board of Directors, appointed by the president (unless she/he is an elected officer).
- Hold a parliamentary procedure program.
- A past president pin or charm shall be presented to the outgoing chapter president at the completion of her/his term of office, along with a gift from chapter funds.

