**EXECUTIVE**

IMMEDIATE PAST PRESIDENT

# DESCRIPTION:

Informal role for the immediate former President/CEO or elected volunteer responsible for oversight of the chapter and the board. Note: they do not have any voting rights in the chapter board, and as this is an informal role, they can be involved in other PMI volunteer roles.

# RESPONSIBILITIES:

1. Maintain continuity in the chapter to help to ensure smooth board transitions.
2. Support work within the board where needed.
3. Assume the role of mentor for the president and overall advisor for the board.
4. Provide ethical guidance to the board where needed.
5. Support conflict resolution where needed.

# BUSINESS ACUMEN SKILLS:

* + Diplomacy
  + Human resource management
  + Parliamentary procedures (i.e., *Robert’s Rule of Order*)

# POWER SKILLS:

* + Coaching and mentoring
  + Leadership abilities
  + Conflict resolution
  + Persuasion/motivation
  + Team building
  + Negotiation
  + Ability to remain neutral when necessary

Functional Areas and Associated Roles and Responsibilities

Chapter Volunteer

13 Role Delineation Study Results