



## **CANSW Past-President**

Reports To: CANSW President

Term of Office: The immediate Past President shall remain an active member of the executive for the first year and an ex-official member for the remaining term of past president.

(CANSW Constitution, Article VI, Section III)

Duties and Responsibilities:

The CANSW Past President is expected to attend CANSW Executive Meetings for the first year. The past president serves as an ex-official member of the executive for the remaining term of past president. Timeframe and participation is to be determined in consultation with the CANSW President.

The CANSW Past President will assemble a Nominating Subcommittee and preside as Chair. At least two other CANSW members shall be on this committee. As Chair of the Nominating Committee, the Past President will prepare a nominating committee report for the AGM. The Past President will also preside over the election of vacant positions according to "Robert's Rules of Order" (CANSW Administrative Policies and Procedures Manual, Policy #10).

The CANSW Past President will provide mentorship and support to CANSW President and executive members.

As a member of the CANSW Executive, the Past President shall also:

Monitor progress and assist the President with Strategic Planning.

Assume responsibility for any other tasks assigned by the President and/or CANSW Executive Committee.

Attend CANSW Annual Conference and AGM.

Communicate issues of urgent concern to the Executive. Solicit membership, abstract submissions, and encourage attendance and/or participation in the CANSW Annual

Conference and AGM. This includes suggesting potential topics and activities to the Executive and Conference Planning Committee.

Solicit articles from the membership reflecting the happenings of the region for publicity purposes on listserv, website and/or other CANSW social media platforms, including possible publication, as appropriate, and for the CANSW 'Voice' blog.

Encourage and recommend nominations for CANSW Executive and Regional Representative Vacancies to the CANSW Nominating Committee.

Encourage nominations for the annual Jane Dicks and Mary Lou Karley Mentorship Awards to the CANSW Executive.

Welcome new renal social workers and make ongoing efforts towards recruitment of potential CANSW members.

Submit expenses to CANSW Treasurer and represent CANSW at meetings, at the request of President/Executive.

Orient new successor and transfer materials of office.