Staff Assembly Past Chair

General Description
The Immediate Past Chair chairs the Nominating Committee, serves as an ex-officio non-voting member of the Executive Committee, provides a historical reference to the Assembly and performs other duties as may be assigned by the Executive Committee and/or current Chair. The Past Chair shall serve as the liaison to the scholarship fund and all standing Committees with the exception of the Campus Chairs, Communications and Governance Committees until the Chair-Elect is elected to office.

Term  One year. October to October

Specific Duties and Responsibilities
1. Attend monthly Executive Committee meetings.
2. Attend Assembly functions and events.
3. Mentor to the Chair, with the assistance of the Executive Committee and General Administration.
4. Serves as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees until the Chair-Elect is elected to office.

Time Commitment Required
• Executive Committee meetings – 1-2 hours monthly meetings
• Committee Meetings – approximately 4-6 hours monthly
• Quarterly Meetings – 4 two day meetings per year
• Regular communications with Executive Committee and Chair – approximately 4 hours monthly

Expense Policy
It is the policy of the assembly to reimburse the Past Chair for all quarterly meeting-related travel, according to established travel guidelines by OSP and General Administration consent.