

## PROMOTIONAL PRODUCTS ASSOCIATION INTERNATIONAL

### POSITION RESPONSIBILITIES

Position: **Immediate Past Chair**

Reports to: Chair of the Board and Board of Directors

Responsibilities & Duties:

#### **Board, Executive Committee and Budget & Finance Committee Role**

1. Serve on and attend all meetings of the Executive Committee and Board of Directors.
2. Serve on and attend all meetings of the Budget & Finance Committee.

#### **Counsel Role**

1. Provide counsel to the President.
2. Serve on and Chair the Compensation and Benefits Committee.
3. Serve on and Chair the Nominating Committee.
4. Notify all Board candidates and Board Officer candidates and the President of the Board election results and Nominating Committee recommendations.
5. Make recommendations to the Executive Committee and Board and provide the information needed to make sound decisions.
6. Work closely as a consultant and advisor to the Chairman of the Board and carry out special assignments as requested.
7. Report departmental activities and recommendations to the Executive Committee.
8. Serve on the Board in an *ex-officio* and non-voting capacity.
9. Serve on the PPEF Board.