



## Volunteer Job Description

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**Position Title:** Immediate Past President

**Relationships:**

Reports To: CAMSS Board

Internal Contacts: Board Members, Committee Members, CAMSS Membership

External Contacts: General Public, Industry Partners

**Length of Commitment:** Term of office is two (2) years (January 1 – December 31) and may not be elected to a second term.

**Time Involvement:** Average 6 hours monthly  
8-10 meetings per year  
Up to 2 Educational Conference Programs  
Nominating Committee Chair  
Educational Conference Program Co-Chair

**Key Responsibilities:**

***As a CAMSS Board Officer:***

1. Serve as a voting member of the CAMSS Board.
2. Attend CAMSS Board and other meetings to include the Educational Conference Program(s).
3. Serve as a role model and as an advocate:
  - a. for CAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of CAMSS.
  - b. for the CAMSS membership at large.
4. Assist the CAMSS Board in:
  - a. developing and executing annual and strategic plans.
  - b. carrying out its legal and fiduciary responsibilities, as needed.
  - c. initiating formal and effective transition of office to incoming officer at the end of term.
5. Participate as a CAMSS Board Member through one or more of the following methods:
  - a. recruit volunteers or new members to CAMSS who can help further the mission.
  - b. serve as a speaker for CAMSS.
  - c. provide any other kind of service or contribution that furthers the mission of CAMSS.
6. Review and approve nominations for the CAMSS Board based on recommendation by the Nominating Committee.

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7. Prepare in advance for decision-making and policy formation at CAMSS Board meetings; take responsibility for self-education on the major issues before the CAMSS Board.
8. Responsibly review and act upon committee recommendations brought to the CAMSS Board for action.

***As Immediate Past President:***

1. Act as a Consultant to the President and Board of Directors.
2. Serve as Chair of the Nominating Committee.
3. Serve as Co-Chair of the Educational Conference Program Committee.
4. Initiate formal and effective transition of office to incoming Immediate Past President at end of term.

**Qualifications:**

1. Must have completed a term as President.
2. Must be an Active CAMSS member in good standing.
3. Must be an Active NAMSS member in good standing.
4. Must hold current NAMSS certification.

**Additional Requirements:**

1. Support from employer if applicable (written).
2. Commitment to advance the mission of CAMSS.
3. Commitment to full preparation in advance of board meetings for decision making and policy formation, and self education on major issues before the Board.
4. Ability to make the necessary time commitment.

<b>Subject:</b>	CAMSS Immediate Past President Job Description
<b>Date Implemented:</b>	9.19.2025
<b>Date Reviewed:</b>	9.19.2025
<b>Date Revised:</b>	9.19.2025