

# Past President of *CUASA* - Position Description

<b>Officer:</b>	the Past-President is an Officer of <i>CUASA</i>	[Article VI (1) <i>CUASA</i> Constitution]
<b>Term:</b>	one year effective July 1 two year's from election (eligible for re-election)	[Article VI (2) <i>CUASA</i> Constitution]
<b>Election:</b>	elected by mail ballot of membership	[Article IX(2) <i>CUASA</i> Constitution]

## Responsibilities:

1. Member of the *CUASA* Steering Committee [Article V (1) *CUASA* Constitution]
2. *Ex officio* voting member of *CUASA* Council [Article VI (4) *CUASA* Constitution]
3. Chair of Nominations and Elections Committee [Article VII (4) *CUASA* Constitution]
4. Signing Memoranda of Agreement [By-Law 4 (d) *CUASA* Constitution]
5. Miscellaneous

### 1. *CUASA* Steering Committee

- entitled to vote and to move and second motions
- places individuals in nomination for offices and committees (see Election Handbook)

### 2. *Ex officio* voting member of *CUASA* Council

- entitled to vote and to move and second motions
- places individuals in nomination for offices and committees (see Election Handbook)

### 3. Chair of Nominations and Elections Committee

- seeks out nominees, conducts elections and certifies the vote  
(See Election Handbook for a detailed description of this responsibility)

### 4. Signing of Memoranda of Agreement

[By-Law 4 (d) *CUASA* Constitution]

- One of three Presidential Officers designated to sign Memoranda of Agreement

### 5. Miscellaneous

- liaises with office staff on term endings, appropriate format for nomination forms, etc.
- normally expected to serve as a *CUASA* representative to the Salary Adjustment Commission (Steering Committee recommendation, 2005/02/09)