

## TERMS OF REFERENCE

### Immediate Past President

The *General Bylaws* provide that the Immediate Past President (IPP) is a full voting member of the Executive committee with the same rights as the other executive members. Their general function is to act in an advisory capacity to the President and the Executive Committee to help maintain continuity of policy. Since the Immediate Past President is automatically a member of the Branch Executive committee and holds the position on that basis, it is not appropriate to hold any other elected office.

The Immediate Past President could run for other positions on the Branch Executive. See General Bylaws with respect to resignation. If a President resigns during their term in office, whatever the reason, they are not permitted to continue on the Executive Committee as Immediate Past President. This is covered in the General Bylaws.

The Immediate Past President has the acquired knowledge and experience which would be an asset to an incoming President. They should be able to provide assistance and advice when called upon. However, they are only there in an advisory capacity and is not in charge of the operations of the branch.

#### **The main responsibility of the Immediate Past President is to:**

- Be available to the current Branch President with advice and assistance when called upon.
- Maintain continuity by ensuring the branch operations continue to run smoothly.

#### **The Immediate Past President should be prepared to:**

- Chair a committee of considerable importance where past experience and knowledge would be an asset (ie. Constitution and Laws, Finance or Licensed Operations).
- Assist the Branch President in training and orientation of the new Executive.
  - “in branch” workshops and seminars and the IPP should be prepared to be a delegate to zone meetings and/or Conventions, if called upon.
- Assist the Branch President with the important task of making the Executive and membership aware of the magnitude of the organization. Together they must show how far the Legion’s works extend outside an individual branch. They must promote the necessity of good relations with the zone and to both Command levels.
- Be harmonious with the members of the Executive and do all in their power to promote harmony among all members.
- Meeting with the media on certain occasions having had experience in this area.