



Checklist Past President

Month Specific

March:

- ❖ Prepare final drafts of any Chapter by-law revisions to be presented to Chapter members for approval during the Spring Conference (April).
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Monthly

- ❖ Perform specific assignments as delegated by the Chapter President.
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On-Going

- ❖ Assemble any suggested by-law revisions as recommended by the Board and/or Chapter membership.
- ❖ Serve as an officer of the Chapter for corporate and legal purposes.
- ❖ Represent the Chapter at IPMA-related and other public functions, as assigned.