THE OTTAWA GUILD OF POTTERS

	PAST PRESIDENT – Volunteer Job Description **The Ottawa Guild of Potters – Executive Position** (Prepared by Kirstin Davidson, May 21, 2010)
Organization	**The Ottawa Guild of Potters (OGP)** is a non-profit organization to further the knowledge of ceramics and support the work of area potters. Two sales are held each year, one in April along with a juried exhibition and one in November. Workshops and seminars are held and monthly meetings are conducted. Local charities are supported, and there is a bursary program for area high school students. The newsletter is distributed monthly to 170 members.
Position	**Past President**
Function	The Past President essentially serves as an advisor for the Guild Executive, providing continuity for the incoming Executive. He/she may also choose to remain involved in projects begun under his/her presidency. He/she may assist the president as requested with duties pertaining to the Guild.
Requirements	This position on the Executive requires attendance at every Executive Committee meeting and at every Guild Executive Meeting (8-10 per year). The Past President should be familiar with the Guild Constitution and Bylaws of the Ottawa Guild of Potters. Knowledge of Microsoft Word, email tools, good verbal & written communication and the ability to be flexible within reason are assets for this position.
Duties	The Past President is responsible for striking a Nominating Committee on March 1st of each year, comprised of 2-3 Guild members in good standing, to recruit nominees for Executive positions coming vacant the following year. Nominations are to be published in the April Guild Newsletter by the Past President. Members of the Nominating Committee should also be included in the announcement for purposes of transparency.
Accountability	The Past President is directly accountable to the Guild President and the Guild Executive.
Term	1-3 years depending on the tenure of the President. Following a term as President, the person will become Past President. It should be noted that the role of Past President is a job that does not require a vote and is a role automatically assumed. However, the Past President's name is included in the list of nominations for acceptance at the May Annual General Meeting.
Approval & Review Dates	This job description was approved by the Executive <date> It is scheduled to be reviewed in <date>.