

## **IMMEDIATE PAST CHAIR, HARBORD VILLAGE RESIDENTS' ASSOCIATION**

### **JOB DESCRIPTION**

The Immediate Past Chair ("PC") is a voting ex-officio member of the Association.

#### **Responsibilities:**

1. The PC will serve until such time as a new Board Chair is elected. After leaving his/her position, the PC may seek election as a member of the executive or as an Area Representative
2. If necessary, the PC shall preside *pro tem* in place of the Board Chair, with the approval of the Board, pending either the return of the current Board Chair if the absence is temporary, or the election of a new Board Chair by the General Meeting
3. The PC shall assist the Board Chair in various tasks or projects as requested and on an ad hoc basis, and actively participate in community member engagement activities
4. On behalf of the Constitution Committee and the Board Chair, the PC shall coordinate the recruitment of new HVRA Board members by:
  - 1) Identifying such candidates from his/her own observation or from suggestions from other current or former members of the Board
  - 2) Maintaining a list of suitable candidates for all positions on the Executive and for the Area Representatives
5. The PC is the initial point of contact for newly-elected Area Reps and will coordinate and provide guidance for all Area Reps beyond that initial orientation and training:
  - 1) The latter role can be shared with and/or supported by another Area Representative as deemed appropriate by the PC
  - 2) The overall objective being to ensure the incumbent Area Representative:
    - has a complete understanding of the position and its reporting requirements;
    - understands the anticipated involvement in the various Association programs, activities, Committees and Portfolios;
    - is apprised of the information and resources available on the HVRA website, in particular the repository of reference materials and templates assembled on the Board's intranet site, and
    - is adequately prepared to support the residents and Board members in City Planning matters, such as patio licenses, noise issues, etc., and in other local community matters within his/her designated Area