

**MICHIGAN ASSOCIATION FOR HEALTHCARE QUALITY
POSITION DESCRIPTION**

TITLE: Past President Director-at-Large

TERM OF OFFICE: One Year

GENERAL RESPONSIBILITIES:

1. The Past President Director-at-Large is a Board of Directors position automatically filled by the immediately outgoing President of the Board of Directors.
2. At the discretion and permission of the President, the Past President Director-at-Large may serve in an *ex officio* capacity as a non-voting member on the Executive Committee of the Board of Directors.
2. Serves as an active and voting Member of the Board of Directors, and attends Board meetings and the Annual Meeting.
3. Assists and advises the incoming President.
4. Complies with all Board approved, legal, and fiduciary duties and responsibilities.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. Acts at the direction of the Board of Directors.
2. Provides relevant subject matter content for membership emails, website postings, social media, or blogs as directed or required.
3. Works closely with the President and other Board Members to promote the vision and mission of MAHQ.
4. Works with the incoming Board Member in this position, and passes on all relevant materials to ensure continuity through transition.
5. Provides advice and counsel to the Board.
6. Acquaints new Board Members with the duties of their positions and Chairpersonships, as well as with the MAHQ website, the Board of Directors only section of the website, and any software or web platforms used by MAHQ.
7. Updates association history in collaboration with Board Members.