

Westmount Historical Association

Role: Past President

Summary:

The role of Past President is supports and provides guidance on best practices of the Association.

Responsibilities:

- Support the President and the Vice President
- Promote best practices
- Assumes the leadership position when the President and the Vice President when they are unavailable.

Skills needed for the role:

- Have good knowledge of Westmount's history and architecture
- Computer skills: Word, e-mail, internet
- Has a solid understanding of the organization and has held various positions
- Leadership, Planning, Communication and interpersonal skills
- Ability to be available during the day and evening for events and meetings
- Enjoys committee work; must be able to work autonomously and as part of a team

Currently participates:

Note that this is a volunteer position with the goal of collaboration to keep the WHA vital within the community.

The responsibilities of the role will evolve as needed and according to the abilities of the incumbent. The core responsibilities will remain for all executive positions but any additional responsibilities may come and go in relation to the current needs, number of board members, etc.

The role should be reviewed every year for accuracy.