

## PAST PRESIDENT/HISTORIAN - CHECKLIST

<input type="checkbox"/>	<p><b>Serve her council and president in a consultative capacity.</b></p> <ul style="list-style-type: none"> <li>▪ Advise the president when called upon.</li> <li>▪ Assist the president and council using her experience and expertise as a member of the council concerned.</li> </ul>
<input type="checkbox"/>	<p><b>Be responsible for the archives and history of her council.</b></p> <ul style="list-style-type: none"> <li>▪ Refer to "Archives Guidelines for League History, Provincial, Diocesan and Parish Councils" , available on the National Website. This document outlines the what, where, when and how of the <b>preserving archives and historical data.</b></li> </ul>
<input type="checkbox"/>	<p><b>Historical Records on File should include:</b></p> <ul style="list-style-type: none"> <li>▪ Summary of each President's Term of Office</li> <li>▪ Charter</li> <li>▪ Minutes - executive &amp; monthly general meeting</li> <li>▪ Annual reports</li> <li>▪ Council Policy and Procedure</li> <li>▪ Correspondence of historical significance</li> <li>▪ List of Presidents and Spiritual Advisors</li> <li>▪ List of Executive members</li> </ul>
<input type="checkbox"/>	<p><b>Facilitate and encourage the study and implementation of the Constitution &amp; Bylaws.</b></p> <ul style="list-style-type: none"> <li>▪ The past president should encourage members to become knowledgeable about the Constitution &amp; Bylaws and to conduct the affairs of the council accordingly.</li> </ul>
<input type="checkbox"/>	<p><b>Be responsible for reviewing annually the council's Manual of Policy &amp; Procedure</b></p> <ul style="list-style-type: none"> <li>▪ Review the council's manual of Policy &amp; procedure for any needed additions, deletions and corrections; all changes must be brought to the executive and general membership for approval before amending the manual.</li> </ul>
<input type="checkbox"/>	<p><b>Be responsible for forwarding to National Office any proposed revisions to the <i>National Manual of Policy &amp; Procedure</i> by Dec 1st of each year.</b></p>
<input type="checkbox"/>	<p><b>Resource Materials in file for Past Presidents should include:</b></p> <ul style="list-style-type: none"> <li>▪ National Manual of Policy and Procedures</li> <li>▪ Constitution and ByLaws 2013</li> <li>▪ Handbook for Past Presidents</li> <li>▪ Executive Handbook</li> </ul>