

# CSD Job Description

# PAST CHAIR

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The CSD Past Chair is a voting member of the CSD Executive Board. Primary duties are serving on the Lampman Committee, nominating candidates for elected positions (along with Chair and Incoming Chair), contributing to CSD social media communications, and advising and supporting Chair as needed.

## September

- Obtain access to CSD past chair e-mail account
- Pass on Chair e-mail account info to new Chairperson
- Support Chair as needed

## October

- POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK
- Attend fall board meeting

## November

- Support Chair as needed

## December

- Support Chair as needed

## January

- Participate in Lampman Committee virtual discussions
- Support Chair as needed

## February

- Attend virtual CSD board meeting
- Run virtual board meeting if Chair is unable to attend
- Participate in Lampman Committee virtual discussions

- Support Chair as needed

## **March**

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- Participate in Lampman Committee virtual discussions
- Assist Incoming Chair with fundraising event at Spring Workshop
- Support Chair as needed

## **April**

- With chair and incoming chair, nominate chair-elect candidates
- Odd-numbered years: nominate CSLP rep candidates
- Support Chair as needed

## **May**

- Support Chair as needed

## **June**

- Support Chair as needed

## **July**

- Update job description
- Support Chair as needed

## **August**

- Meet with outgoing Chair to discuss Past Chair responsibilities
- Support Chair as needed