

CSD Job Description

PAST CHAIR

September

- Obtain access to CSD past chair e-mail account
- Support Chair as needed

October

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- Attend fall board meeting
- Run fall board meeting if Chair is unable to attend

November

- Support Chair as needed

December

- Support Chair as needed

January

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

February

- 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
- Attend spring board meeting
- Run spring board meeting if chair is unable to attend

- 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