

POSITION

Past President

The Past-President partners with the President, President-Elect and Executive Director/CEO (ED/CEO) to support execution of the strategic plan. The Past President sustains the new volunteer leaders of the organization by providing perspective from past experience and ensures continuity and stability. The Past President chairs the AGU Governance Committee, and assists with other Board activities as required.

The Past President's primary role is to provide perspective from past leadership experience and to ensure leadership continuity for the organization by ensuring continuity in implementation of the strategic plan. (S)he needs to transfer knowledge gained during their leadership experience and provide continuity and memory on the role of the board, council and governance responsibilities and processes along with the workings of committees and programs that are continuing into the terms of the new leaders of the organization.

TERM

- 2 years

PARTICIPATION & TIME COMMITMENT

Partnership with President and Executive Director/CEO

Participation on AGU Board

- The board meets face-to-face at least 3 times each year:
 - April (2 days) usually in DC
 - September (2 days) usually in DC
 - December (1 day) in conjunction with the Fall Meeting (San Francisco)
- The Executive Committee meets as required, usually via conference call or webinar
 - ED/CEO performance (2 calls in the summer)
 - Annual budget review with staff directors (1 webinar in November)

Participation in board orientation

Representation of AGU to the members, key stakeholders and policy makers

Official duties at Fall Meeting are numerous and require most of your time

Participation in other meetings/events

There is no typical week. Weeks including meetings and travel require significant engagement, while other weeks might require responses to emails, etc.

The AGU Past President needs to be available on a continual basis to support the activities of the new leadership when necessary.

MAJOR RESPONSIBILITIES (in addition to board member responsibilities)

Serve on the AGU board and Executive Committee

- Provide a historical perspective
- Participate in annual compensation review of ED/CEO as member of Executive Committee

Lead the Governance Committee to develop, identify and orient new volunteers leaders of AGU

- Regularly evaluate the governance structure and processes to determine what is working and what needs to be adjusted.
- Document all AGU nominating processes and procedures.
- Advise AGU President in Board appointments process.
- Support Council appointments process.
- Recruit a diverse and balanced slate of candidates to run for election to Union offices.
- Lead orientation of newly elected and/or appointed members of the Board, Council and committees
- Partner with Assistant Director of Governance and ED/CEO in developing agenda and work plan for the governance committee
- Chair/preside at governance committee meetings

Member engagement

- Participate in honors and recognition event at Fall meeting
- Assist President in the process of appointment of committee chairs and committee members
- Serve as conduit for receiving suggestions and issues from the membership and taking action to have issues /suggestions responded to

Coordination/Facilitation

- Advise and support ED/CEO as needed
- Be available by phone, email to consult with ED/CEO, President and President-Elect as needed

Serve as AGU spokesperson

- Be willing to speak at meetings; respond to media calls as needed

Represent AGU to the members, key stakeholders and policy makers

- Participate in partnership meetings as needed

RELATED DOCUMENTS

Board Code of Conduct

This code describes the conduct of individual board members and the board as a whole.

Leadership Criteria

The criteria are stewardship, intellectual engagement, strategic thinking, team player, communication skills, and ethical integrity and transparency.

Conflict of Interest policy and process

Each board member signs a conflict of interest form annually.

AGU Bylaws

The bylaws outline the high-level responsibilities of the board, the Executive Committee, and officer positions.

Strategic Plan

The strategic plan outlines the mission, core values, and envisioned future of AGU. The strategic goals and objectives set the direction of the Union.

2013-2014 Meeting Dates

A calendar of important dates is attached. It includes Board meeting dates and dates of AGU meetings and other scientific organizations. Executive Committee dates are set on an as needed basis.