

CIM Maritime Branch Outline of Responsibilities

Past President

The role of the Past President is to provide assistance and guidance to the President and the CIM Maritime Branch Board of Directors to support the achievement of the organization's mission, vision, and value statement. The Past President is responsible to and reports to the CIM Maritime Branch Board of Directors. The responsibilities of the Past President include:

1. Acts to provide continuity to the Board during the transition of the new President.
2. Attends all meetings of the Board of Directors and other meetings as required.
3. Fulfills the duties and responsibilities of the President as required during illness and/or other absences.
4. Convenes the nominations process annually to find appropriate candidates for the Board of Directors.
5. Receives all nomination documents and enquiries.
6. Acts as an advisor/consultant to the Directors and as needed.
7. Carries out special assignments from the Board and the President as required.
8. Cultivates and builds relationships with CIM membership, other directors and external organizations to create effective partnerships and efficiencies that benefit CIM.

Preferred Qualifications

1. Must have fully completed their term as President of the Branch.
2. Strong influencing and negotiating skills to present alternatives, resolve conflicts and minimize high-risk situations and the ability to quickly establish credibility.
3. Superior time management and organizational skills to manage competing priorities and remain calm under pressure.
4. Excellent communication, presentation, interpersonal and relationship-building skills
5. Sincere commitment to work collaboratively with all constituent groups, including other board members (national and branch), and other supporters.