

## FORMER PRESIDENT (ADVISOR TO THE BOARD) JOB DESCRIPTION

- The former President will assist with the transition of CSD business to the new President.
- will act as Advisor to the new Board.
- will review policies and procedures that must be followed by the CSD Board of Directors and the CSD as an organization.
- will review the CSD Run Book contents to ensure all aspects of the CSD organization.
- will review the Voting Log Book so the new President is aware of decisions made by the Board in the past year.
- will ensure that all CSD assets are transitioned to the new Board.
- will ensure that the CSD financial records are reviewed and up to date.
- will be available to the new Board during the first year where required.
- The immediate past President is entitled to receive notice of and to attend CSD Board meetings but is not entitled to participate in Board voting processes.

