

## **PAST PRESIDENT DUTIES AND RESPONSIBILITIES**

1. Acts as chair of Professional Growth Day Committee.
2. Schedule Professional Growth Day for the next year.
3. Before buying anything for APIC, check with treasurer. Non-profit rate for purchases/postage may be available.
4. Maintain and update the Professional Growth Day notebook. Turn over to upcoming Past President.
5. List and honor retired members at Professional Growth Day.
6. Serve as a member of the Board.
7. Perform other duties as requested by President and/or President-elect.