

**Lambeth Art Association**  
Job Descriptions for Executive and Convenor Positions

**3. Title: Immediate Past President**

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**General Description of Position:**

- Performs the duties of the President in the absence of the President and Vice-President;
- Acts as chair of the Nominating Committee;
- Is a confidential person of contact regarding code of conduct issues.

**Skills Required** (*technical or otherwise*): Any skills that are necessary would have been used in the role of President – please refer to President’s job description.

**Approximate Amount of Time Required** (*daily, weekly, monthly, annually?*): This depends entirely on the support that is needed to assist the President in an advisory capacity, but time is minimal.

**Can this job be shared/shadowed?** No.

**Comments, Suggestions and Helpful Hints:** The Past President is often called upon in an advisory capacity as a result of past experience in roles of President and Vice-President.