

The Polish Genealogical Society of Minnesota (PGS-MN)
Past President - Job Description
December 2025

The Past President is a member of the PGS-MN Board of Directors by virtue of completing the role of being the previous President. Unlike other positions requiring a vote, the term of office for the Past President lasts as long as the tenure of the current president.

Interests/Skills/Responsibilities:

- Member in good standing of the PGS-MN
- Strong interpersonal, leadership, and presentation skills
- Ability to set clear priorities, delegate, and make sound decisions
- Commitment to and knowledge of the PGS-MN

Responsibilities:

1. Serve as a voting member of the Board of Directors
2. Lend their institutional knowledge of the Society obtained from previous role as President.
3. Carry out special assignments as requested by the President and Board of Directors.
4. Serve as the chair of the Nominating Committee.
5. Understand the responsibilities of the President and able to perform those duties at a meeting where the President and Vice President are absent.
6. Maintain record of number of hours spent on PGS-MN officer business each year.