

E. Past Unit Leader

The Past Unit Leader's duties are as follows:

1. Serve as a member of the Executive Board.
2. Advise the Unit Leader based on previous years' experience.
3. Serve as Chair of the Awards Committee.
4. Coordinate the updating of the Unit's Recommended Practices Manual, including the updating of the Awards, Past Unit Leaders, and other regularly revised sections.
5. Undertake special projects at the request of the Unit Leader.
6. Undertake the responsibilities of revising the Governing Documents, if needed.
7. If the position of Archivist is not filled, the immediate past Unit Leader serves as the Archivist for the Unit.