



USAWOA

Past Presidents Council (PPC)

Project Title: Past Presidents Council (PPC) Charter

Project Number: PPC-2021-01

Tuesday, October 27, 2020

OVERVIEW

1. Project Background and Description

The USAWOA Past Presidents Council (PPC) has no written charter. The President has requested that the current PPC create a charter for the PPC and submit it to him for consideration and approval.

Review of Current Operations

USAWOA 300-1,
CHAPTER II: ORGANIZATION,
2. NATIONAL COMMITTEES,
a. Standing Committees:
(b) Past Presidents Council.

Note: This section of USAWOA 300-1-Operations Manual identifies the Past Presidents Council as a standing committee.

I. Committee Structure:
(3) Past Presidents Council (PPC):

The Past Presidents Council **shall consist of all past National and Region Presidents of the Association** and **shall provide advice and counsel to the Executive Committee and the National BOD** on matters relevant to the management and operations of the Association. The chairman shall be elected by the Council and serve for the period of time equal to the tenure of the elected officials (normally two years). Past National or Regional presidents currently holding a national office will not serve on the PPC. Members of the Past Presidents Council shall not be compensated for services rendered. However, they may be reimbursed for incidental and necessary expenses incurred as provided for in the Bylaws in the

performance of their duties and for special missions as directed by the National President or the National BOD.

Note: This section of USAWOA 300-1-Operations Manual identifies the structure of Past Presidents Council.

Discussion:

1. PPC Membership

The PPC IAW USAWOA 300-1-Operations Manual directs that the council “**shall consist of all past National and Region Presidents of the Association**”. This requirement cannot be accomplished given the lack of support by the majority of the Past Presidents. Furthermore, historically not all presidents could be contacted. Therefore, this requirement must be amended to allow for the council to conduct business with past president’s who volunteer to contribute to the PPC initiatives.

Recommendation:

- a. That the composition of the PPC be made up of eligible, active past presidents. To identify these individuals the following definitions are provided:
 - (1) Eligible Members: Past National or Regional presidents currently holding a national office are not eligible to serve on the PPC.
 - (2) Active Members: Active members are those past presidents who have officially volunteer to be on the PPC for the entire term.
- b. To date we have 31 eligible past presidents who could serve on the PPC ([See attached spreadsheet](#)).
- c. Based on email and phone conversations we have approximately 14 who have expressed an interest in serving on the PPC based of the Chairman election.

Rationale:

There are many past presidents who should be eligible, but many will not be able to devote the time to doing actions due to other competing interests. Allowing only volunteers to commit will provide a more committed group of members.

2. PPC Purpose and Mission

As stated in USAWOA 300-1-Operations Manual, the PPC “**shall provide advice and counsel to the Executive Committee and the National BOD** on matters relevant to the management and operations of the Association.”

The PPC purpose and mission was further articulated and recommended by CW5 Frank Meeks in his 2008 Reactivation Memo. CW5 Meeks stated that the PPC ‘s mission should encompass:

- Reviewing organizational directives to keep them current and applicable to the Association and the membership, not only as organized today, but also to ensure directives support future programs and growth.
- Maximizing the utilization of technology.
- To represent the EXCOM and BOD members when they are unable to attend briefings, seminars, etc.
- Assisting in office operations to reduce the workload of office staff.
- Assisting in the recruitment and retention of USAWOA members and staff.
- Acting as mentor to current Directors and Chapter Presidents as appropriate.
- Conducting one-time, special studies and analyses as requested by the BOD and EXCOM.

Recommendation: That the purpose and mission of the PPC remain unchanged from the purpose and mission in the USAWOA 300-Operations Manual, the PPC “shall provide advice and counsel to the Executive Committee and the National BOD on matters relevant to the management and operations of the Association.”

Rationale: Leaving the purpose and mission global and not specific will enable the PPC to be used for a variety of matters.

3. Election of Chairperson

The PPC IAW USAWOA 300-1-Operations Manual currently directs that “**the chairman shall be elected by the Council** and serve for the period of time equal to the tenure of the elected officials (normally two years).”

The election of the Chairperson cannot be accomplished under the existing rules. The existing rules specifies that the Chairperson is elected by the PPC membership. The PPC membership currently

includes “all past National and Region Presidents of the Association”. The PPC has not had all the eligible members vote for the Chairperson. Therefore, many elections may not have met the quorum requirement of committees.

USAWOA 300-1-Operations Manual 2d. - Committee Quorum states: “A majority of the committee members shall constitute a quorum for the transaction of business at any formal meeting of the committee, and a majority vote by the committee members is necessary to adopt any matter presented to the committee.”

Recommendation: That quorum requirement for the PPC be determined by the PPC for any voting conducted by the PPC.

Final Committee Recommendations:

1. That the BOD suspends the quorum requirement for the current PPC, and ratify the current elected Chairperson.
2. That USAWOA 300-1-Operations Manual be amended by the BOD to reflect the following changes of the PPC.

Change: USAWOA 300-1-Operations Manual 2a(1)(b) to read:

(b) Past Presidents Council

The Past Presidents Council (PPC) shall:

1. The PPC shall provide advice and counsel to the Executive Committee and the National BOD on matters relevant to the management and operations of the Association.
2. The PPC will be composed of eligible active past National and Region Presidents of the Association. Eligible members are those past National and Region Presidents who currently do hold a national office. Active members are those past presidents who have officially volunteered to be on the PPC for an entire term (normally two years).
3. The PPC Chairperson shall be elected by the active PPC members IAW the election rules agreed on by the PPC. The Chairperson will serve for the period equal to the tenure of the elected officials (normally two years).
4. The operation of the PPC will be IAW the rules as determined by the active PPC members.

5. Members of the PPC shall not be compensated for services rendered. However, they may be reimbursed for incidental and necessary expenses incurred as provided for in the Bylaws in the performance of their duties and for special missions as directed by the National President or the National BOD.

Delete: USAWOA 300-1-Operations Manual 2, I. Committee Structure, (3) Past Presidents Council (PPC).

2. Project Scope

The project scope includes the following:

1. Rationale and role of the PPC.
2. Scope of PPC.
3. Responsibilities of the PPC.
4. Authorities of the PPC.

3. High-Level Requirements

Past President Council Charter

4. Deliverables

Revised Past President Council Charter

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3. The PPC Chairperson shall be elected by the active PPC members IAW the election rules agreed on by the PPC. The Chairperson will serve for the period equal to the tenure of the elected officials (normally two years).
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5. Members of the PPC shall not be compensated for services rendered. However, they may be reimbursed for incidental and necessary expenses incurred as provided for in the Bylaws in the performance of their duties and for special missions as directed by the National President or the National BOD.

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5. Affected Parties

All USAWOA members and staff.

6. Affected Business Processes or Systems

USAWOA 300-1-Operations Manual

7. Specific Exclusions from Scope

N/A

8. Implementation Plan

Immediate

9. High-Level Timeline/Schedule

All actions completed by Nov 30, 2020.

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date
	BOD	
	EXCOM	
	PPC	

Approved By _____ Date _____ Approved By _____ Date _____