



Operational Guidelines Advisory Committee of Past Presidents

History and Function:

The Advisory Committee of Past Presidents (ACPP) has existed in its present form since 1958. The composition and purpose of the ACPP was added to the Manual of Management Operations in 1963. In February 1994, the board updated Organizational Guide E-14 (Advisory Committee of Past Presidents) and the function of the ACPP was cited as follows:

The Advisory Committee of Past Presidents shall study the actions of the Board of Directors and the Executive Committee, and may submit comments and recommendations thereon, through its Chairman, for the consideration of the Board.

The By-laws of Toastmasters International, as amended on August 18, 1994, states the function of the ACPP in Article VII, Section 4. That section reads:

Article VII, Sec. 4. ADVISORY COMMITTEE OF PAST PRESIDENTS: The Advisory Committee of Past Presidents (ACPP) shall be composed of all past International Presidents of Toastmasters International, with the Immediate Past International President serving as presiding officer. This Committee may submit comments and recommendations for the consideration of the Board through the Committee representative, the Immediate Past International President.

The board, in February 1997, considered and agreed to leave the ACPP as a standing committee of the board. At this meeting, the board also revised Organization Guide E-14. One of the revisions to the guide was the creation of a staff liaison to the committee with the executive director serving in that position.

In August 1997, a special effort was made by the past presidents (and presented in a memo from the chair of the ACPP) to differentiate more clearly between the past presidents' dinner, which is a social event held at the beginning of the convention week, and the formal meeting of the ACPP.

Organizational Guide, Section V 16, was updated on February 22, 2002, and replaced Organizational Guide E-14. The revisions included: changes to board committee titles to be consistent with organizational changes implemented since the last Organizational Guide revision and; the inclusion of language under the "Reporting" subsection regarding providing a report of the ACPP in February and in August with the August report presented at the discretion of the president.



Organization Guide, Section V 16, was updated on February 11, 2010. The revisions included changes to items provided to members of the ACPP. The Board had previously dissolved Governance and Policy, District Administration and Marketing and Education committees, so reference to them was removed. Due to changes in communication methods, references to printed newsletters, new materials and the Manual of Management Operations were removed or wording was changed.

Organization Guide, Section V 16, was replaced, on April 1, 2011, with Policy 11.4: Board of Directors Committees.

At the request of the ACPP, a task force was formed in October, 2015, consisting of representatives of the board and the ACPP. The charge to the task force was to develop recommendations for consideration by the board aimed at improving communication between the ACPP and board.

During the February and April, 2016, board meetings the board adopted a number of revisions to Policy 11.4 based on the task force discussions and recommendations. The most notable revisions include:

1. Language added to Paragraph-C assigning responsibility to the ACPP chair for briefing the international president on the duties of the chair and the role and processes of the ACPP;
2. Addition of five subsections to Paragraph-I which provide for a more formalized process for obtaining feedback from the ACPP regarding topics being considered by the board;
3. Addition of Item-f to Paragraph I-II to allow and encourage feedback to be provided to the ACPP periodically regarding board action on recommendations submitted by the ACPP;
4. Revisions to Paragraph-J detailing materials and information to be distributed to ACPP members;
5. Addition of Paragraph-K which provides for the role and processes of the ACPP to be addressed annually at board member orientation by the immediate past international president;
6. Addition of Paragraph-E specifying from time to time the International President may seek feedback from the ACPP or assign a topic to the committee or selected committee members for consideration and feedback to the board.

Strategic Purpose of ACPP:

The Advisory Committee of Past International Presidents is established in the Bylaws of Toastmasters International, Article VII, Section 4. The purpose of the Advisory Committee of Past International Presidents is to submit comments and recommendations for consideration of the Board.

ACPP Policy Governance:

Policy 11.4, Advisory Committee of Past International Presidents, governs the Advisory Committee of Past International Presidents. A copy of Policy 11.4 is attached.



ACPP Roles in Achieving the Vision and Mission:

Following is the understanding, as well as the unique resources and contributions, the past international presidents are in position to make in support of the elected leadership and in achieving the vision and mission of Toastmasters International. Past presidents individually and collectively:

1. Understand the ACPP is an advisory committee to the elected leaders and, as such, the expectations have been and will continue to be limited to providing feedback and advice;
2. Serve as a source of history and corporate knowledge to the organization; i.e., a source of perspectives and insights from individuals who have viewed the organization at every level;
3. Are looked to by other Toastmasters for advice and guidance. As a result, they are expected to be well informed;
4. Upon request, as surveyed each year, Committee members for whom World Headquarters has a current Confidentiality Statement on file receive documents and information as listed in Paragraphs I and J of Policy 11.4, attached;
5. Believe a high level of trust among the ACPP, elected leaders and the Chief Executive Officer is essential in fully utilizing the talent and commitment of the past presidents toward achieving the vision and mission of the organization;
6. Can and should serve as role models for other Toastmasters;
7. Are a resource to the districts and to international directors;
8. Are available to serve as mentors to individual Toastmasters;
9. Are delegates-at-large with the same freedoms and responsibilities as any other voting delegate and are subject to the same policies;
10. Understand that it is appropriate for past presidents to serve as mentors and/or as sounding boards to candidates if or when requested by the candidates. It is also understood that active, or overt, support of candidates by past presidents is not appropriate. Exceptions to this item could be exercised under unique circumstances by agreement of the ACPP through the chairman.

Operational Procedures:

1. The ACPP meeting at international conventions should be scheduled at a time which will avoid potential conflicts with major scheduled events;
2. At the August ACPP meeting, the International President and Chief Executive Officer present a briefing on strategic and significant issue;
3. The chairman of the ACPP (immediate past international president) should solicit points of interest from ACPP members by mid-July each year for discussion at the ACPP meeting and distribute the discussion points to all members of the ACPP prior to the convention. Time permitting, other items may be presented and discussed at the meeting;
4. The agenda for the meeting should include:
 - a. Meal
 - b. Briefing by International President
 - c. Briefing by Chief Executive Officer
 - d. Discussion on points of interest and questions and answers



- e. Reaching consensus on key items for the report to the board
 - f. Additional items of discussion – time permitting
 - g. Adjournment
5. Recommendations emanating from the ACPP meeting should be confined to those items on which the past international presidents in attendance at the meeting have reached a consensus agreement;
 6. The ACPP shall designate one of its members to serve as scribe and compile minutes of its deliberations. This person shall draft the minutes and coordinate them for comment among members of the ACPP by one month after the meeting of the committee. Finalized minutes shall be distributed to the ACPP members and its chair within 15 days thereafter. The ACPP chair shall submit the official minutes to the Executive Committee prior to its next scheduled meeting for consideration by the Executive Committee and the Board;
 7. The minutes of the ACPP meeting are to be sufficiently comprehensive so as to provide a useful capsulation of the ACPP meeting discussions and resulting recommendations and, in turn, be informative to the executive committee. The ACPP minutes should also serve as a major source of information, condensed as necessary, for the ACPP report to the board and inclusion in board minutes;
 8. The committee chair presents a report of the August meeting each February – and, at the International President’s discretion, provides a report in August – for consideration by the Board;
 9. Feedback will be provided to the ACPP periodically, through the chair of the ACPP, regarding board action on recommendations submitted by the ACPP;
 10. The role and processes of the Advisory Committee of Past International Presidents are addressed annually at Board member orientation by the Immediate Past International President.