

Past President

General

The Past President has several responsibilities required by the Bylaws or assigned by the Executive Board:

1. Advise and counsel the President.
2. Chair the Administration Committee, which consists of the President, Past President, Vice-President Elect, Recording Secretary, Chair of the Bylaws and Procedures Subcommittee, one Committee Chair and one State Representative.

Duties and Activities

1. Prepare, with the Administration Committee, a proposed budget for approval by the Board.
2. Work with the Administration Committee to conduct evaluation of the paid staff and independent contractors of the association: the Executive Secretary, the Newsletter Editor, the System Administrator and the Webmaster.

See evaluation forms in Appendix A of Section 6

- a. Electronically send evaluation forms to all members of the retiring Board to be returned within 30 days to the past president.
- b. Tabulate the results and review these with the Administration Committee.
- c. Prepare a recommendation for reappointment or non-reappointment to the Executive Board for presentation at the first Board meeting subsequent to the annual conference.
- d. Following vote of the Executive Board, convey the results to the persons being evaluated, noting particular strengths, weaknesses, and recommendations for changes or improvements.

Pre-Conference Duties and Activities

1. Attend all Executive Board meetings.
2. Advise the incumbent Executive Board of the actions of the preceding Executive Board resolving conflicts where necessary.

Conference Duties and Activities

1. Attend Pre-Conference Board meeting.
2. Advise and assist the President in every way possible.

