

## PAST PRESIDENT OPERATING CODE

### I. Term of Office:

- A. The past president shall serve a one-year term following the completion of the term as president.

### II. Duties

- A. Attend all Board of Directors and Executive Committee meetings.
- B. Serve as ex-officio member and liaison to the Board of Directors:
  - 1. Bylaws Committee
  - 2. Nominations and Elections Committee
- C. Overseer of the Bylaws Committee and the Nominations and Elections Sub-Committee.
- D. Serve as an ex-officio member of the Foundations Committee.
- E. Perform the duties of the president in the absence of the president or in the case of the president's inability to perform.
- F. Oversee conference site selection for the next upcoming, yet to be selected, conference location.
- G. Serve with the president and president-elect for the selection of the NAKPEHE lecturers during the term of office.
- H. Serve as liaison to NAKPEHE past presidents
  - 1. Take summary minutes at Past President's Breakfast in January and disseminate to the active past presidents. Also have minutes posted on website and a copy sent to the Archivist.
  - 2. Send minutes of NAKPEHE Board of Directors meeting of previous January and March/April to past presidents before the next January Board of Directors meeting.

*All receipts for expenses must be submitted to the executive director no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.*

**Revised: (Mauck, 2005; Mitchell, 2007; Anderson, 2008; Block, 2009)**