

PAST PRESIDENT OPERATING CODE

I. Term of Office:

A. The past president shall serve a term of two years 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 NAKHE lecturers during the term of office.

H. Serve as liaison to NAKHE 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 NAKHE Board of Directors meeting of previous January and March/April to past presidents before the next January Board of Directors meeting.

I. Review and submit committee operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

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

Revised: (Mauck, 2005; Mitchell, 2007; Anderson, 2008; Block, 2009; Samspon Moore, 2012)