

Date Submitted: 12/99

Office: Immediate Past President

General Description of Office:

This officer shall serve as an officer for two (2) years subsequent to the term as president or for two additional years should the President be re-elected to another term of office.

This officer is responsible for the following committees: Committee on Nominations; Committee on Constitutional Revisions; Committee on Association Planning; Committee on Convention Time and Place. Didn't honors go to membership? And archives to secretary?

Specific Responsibilities	Time Line
1. Select the chairs for the committees listed above. Meet with committee members and develop charges for the committee.	As necessary/on-going
2. Present the names of all committee members to the Executive Council at the fall meeting for approval.	Fall of each year
3. Prepare a written report to be given at each Council meeting covering the activities of the committees and the officer.	On-going
4. Contact each chair after Council meetings to convey any questions or charges given by the President, membership or council members.	On-going
5. Present a written report at the annual business meeting of the Association.	Submitted for publication
6. Prepare and present annual budgetary requests to Treasurer and Executive Council.	As directed by treasurer
7. Assist the President in the operation and planning of matters pertaining to the Executive Council and the Association	When scheduled
8. Convene the Executive Council to select a new President, in the event of the inability of the President to assume all the assigned duties of the office.	Withing 30 days
9. Committee on Nominations: The Executive Council serves as a committee-of-the-whole to prepare a slate of prospective nominees for their consent to run for the designated office. The slate of nominees will be presented to the membership at the annual business meeting.	By Janaury 1 <sup>st</sup>

Immediate Past President

Specific Responsibilities	Time Line
<p>9.1 Nominations for any of these offices may be made from the floor at the annual business meeting with prior approval of the nominee.</p>	<p>Annual business meeting</p>
<p>9.2 Election shall be made by secret mail ballot. Ballots for election of officers shall be mailed within 3 weeks of the annual convention and shall be returned to the business office. The requirement for election shall be a plurality of the votes cast by the membership.</p>	<p>Within three weeks after the annual business meeting</p>
<p>9.3 Ballots shall be counted by this officer and the Business Manager, or their designees from the Executive Council, and at least one other person.</p>	<p>When scheduled</p>
<p>10. Committee on Convention Time and Place: This committee is responsible for selecting the site and time for annual convention, at least 3 years in advance. Standing members are this officer, the VP for Convention Planning and Program, the President, and others as designated.</p>	<p>Report at the fall Executive Council meeting</p>
<p>11. Committee on Constitutional Revision: This committee shall be organized and convened at the call of this officer and shall have the primary responsibility for revising and amending the constitution to comply with current professional and legal trends. It may be amended as stipulated in the constitution, Article XII; Amendments.</p>	<p>As necessary</p>
<p>12. Committee on Association Planning: This committee serves as an advisory to the Executive Council and shall be comprised primarily of Past Presidents of the association. Planning will concern the future needs of PSHA and should be reviewed and presented to the Executive Council for reaction and action.</p>	<p>Annually</p>