

Past President

General Description of Office:

This officer shall serve as an officer for one year subsequent to the term as president. This officer is responsible for obtaining nominations for upcoming vacant board positions, working with the student representative, soliciting for new student representative when necessary, and administering the Student Awards (Membership Award and Chapter Honors).

Specific Responsibilities	Timeframe
Assist the President in the operation and planning of matters pertaining to the Executive Board and the Association	On-going
Term Officially Begins	July 1
Prepare and present annual budgetary requests to Treasurer and Association Management Company	April/May
Prepare report and attend the September Board Meeting	September
Begin soliciting for out-going positions/vacancies on the Executive Board. Ask all out-going officers if they are interested in running for another term.	September
Prepare report and attend the December Board Meeting	December
Present slate of officer/candidates to the Executive Board	December
Begin solicitation to the University applications for the Student Awards (Membership Award, Chapter Honors). Due date Feb.11	December
Develop a committee to review and select an applicant for the Student Awards (Membership Award, Chapter Honors).	February
Notify the Association Management Company of the recipients for the Student Awards (Membership Award, Chapter Honors).	3 weeks prior to Convention
Prepare an Annual Report for the Annual business meeting and web placement.	April/Convention
Present the Student Awards (Membership Award, Chapters Honors) at the Convention	April/Convention
Present the slate of nominations to the Membership at the Annual Business Meeting	April/Convention
Prepare report and attend the June Board Meeting	June
Make revisions to timeline	June

Revised: 9/2011