

# PAST PRESIDENT

## **Purpose:**

He/She shall also work closely with the President and President-Elect in conducting the affairs of the Association.

## **Organization:**

The Past President shall assume office following the State Convention. The assumption of office shall be automatic after serving in the capacity of President for the previous year.

## **Responsibilities:**

1. Be a member of COAHPERD & AAHPERD for 5 consecutive years.
2. Attend all Executive Board meetings.
3. Act for the President in his/her absence. Succeed the President in case of his/her death, resignation, or removal from office.
4. Represent COAHPERD at the following:
  - a. Representative Assembly of AAHPERD and Central District AAAHPERD.
  - b. State, District, and National conventions and other meetings as needed.
5. Assist President Elect with the selection of new Executive Board.
6. Serve as a voting member on Recognition Committee.
7. Attend all Executive Board meetings and submit a board report.
8. Participate in all the evaluations.
9. Assist the President with any other duties as assigned.
10. Submit an article for every issue of the COAHPERD Newsletter.
11. Collaboration with Convention Manager on convention program.
12. Collaborate with the ED concerning activities of divisions including meeting reports and workshops.
13. Chair Past President's Council.
14. Responsible for invitation and facilitation of the past-president's reception prior to the awards dinner.
15. Collaborates with ED and Convention Manager to ensure convention registration materials are ready.
16. Collaborates with ED and Convention Manager to ensure the finalization of convention Banquet Event Orders and AV requests.
17. Collaborates with ED and Convention Manager to ensure convention registration brochure, program book and Awards Banquet program are ready for distribution.
18. Collaborate with Executive Committee and Convention Manager on logistics for all conventions and workshops and (co)sponsored events.
19. Host functions at convention (meals, general session, socials).
20. Perform other duties as designated by the Executive Committee.
21. Submit items for silent auction and or other fundraising efforts.
22. Collaborate with the Convention Committee to create the convention theme and action plan.
23. Action Plan should include timelines and work needed for convention.
24. Make sure progress on action plan goals have been addressed.
25. Collaborate in the evaluation of committee members.
26. Collaborate with Executive Director as needed.