

WISCONSIN SECTION - AIHA

Job Description – Past President

Revised: June 2014

GENERAL

The Past President participates in all Executive Committee and Section activities and assists with the administration of Section business.

DUTIES AND ACTIVITIES

- Participate on the Executive Committee.
- Preside at programs and meetings if the President and President-Elect are absent.
- Solicit and recruit volunteers to run for office. Develop slate of candidates.
- Organize and coordinate the annual election of officers with the Secretary.

PROCEDURES

1. **Executive Committee:** The Past President assists as needed at Executive Committee meetings. The Committee meets before each scheduled Section program and in June for the annual planning meeting. Additional summer planning meetings are recommended to spread the workload out and keep the committee members in touch up to the beginning of the normal program year (autumn).

The Executive Committee meetings are used to establish the direction of the Section for the program year, develop and track goals, define and organize the annual professional development conference, and administer Section business.

2. **Election of Officers:** Officers and one new Director are elected during May each year. The Past President solicits Section members in good standing and recruits candidates for the offices during March and early April. By April 15, the Past President submits the final slate of candidates to the Executive Committee. The emphasis should be on gaining participation of members who have not held office previously.