

Section 4. The Immediate Past President

General Responsibilities:

He or she shall:

- ◆ Identify, recruit, and cultivate new volunteer leadership for NDAPA.
- ◆ Submit a written report two weeks prior to each Board of Directors meeting.
- ◆ Run for Junior Delegate position to represent NDAPA at the AAPA House of Delegates.
- ◆ Serve as the liaison with medical counterparts and market/promote NDAPA.
- ◆ Help mentor the President and President Elect.

Committee Responsibilities:

He or she shall:

- ◆ Serve as chair of the Corporate Sponsorship committee or as the Board of Directors advisor to this committee.

Attendance Responsibilities:

He or she shall:

- ◆ Miss no more than one Board of Directors meeting.
- ◆ Represent NDAPA with outside organizations and the media.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

Abstract:

The Immediate Past President will serve as a voting member of the Board of Directors. He or she will also serve in an advisory capacity on various other committees and perform such duties as may be delegated by the President and/or Board of Directors. One of the most valuable traits that the Immediate Past President can bring to an organization is a depth of experience that newer members can draw upon for strength, stability, and knowledge. He or she should always seek ways to mentor other Board members, especially the President and President Elect. This officer should also be committed to the identification, recruitment, and cultivation of new leadership for the organization. Any opportunity to represent the organization at functions should be carried out. The Immediate Past President should also prepare a final report of the year's activities of the office which includes recommendations for the following year.

This position will require approximately 3-8 hours a month. Skills/experience needed to successfully serve in this position include the following:

- ◆ *Prior service as President of the Board of Directors*
- ◆ *Communication Skills*
- ◆ *Diplomacy Skills*
- ◆ *Presentation Skills*