



IMMEDIATE PAST PRESIDENT

ABA Job Description

BASIC FUNCTION

The Immediate Past President plays an important role in the affairs of ABA, using his/her experience while continuing on the Executive Board.

IMMEDIATE PAST PRESIDENT QUALIFICATIONS

1. Be willing to use past experience to consult with the President and assist in any manner he/she requests.
2. Ability and basic skills to access the internet and familiar with the use of email.

CURRENT PROCEDURES

1. Attend all general meetings and those of the Executive Board.
2. Respond to President's letters/emails requesting a vote or response to correspondence requiring an Executive Board decision and send copies of replies to Executive Board members.
3. When requested, assist and advise the President.
4. Provide the President and 1st Vice President with names of members to consider for appointment to committees.
5. As ex-officio on the Nominating Committee, assist in providing names of members to consider as candidates for ABA officer positions. Assist with contacting and interviewing as needed.
6. Conduct the installation of the newly elected officers at convention.

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

All ABA positions (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.



Immediate Past President

(Reviewed March 2023)

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.

Complete and return by email the Discussion Form sent to you by the Recording Secretary no later than one month before convention.