



## Job Description: Past President

Board: Executive Board

Committee: Policy Team

Team Chair: No

Report to: President

Voting Status: Voting

Elected Position: Elected

Term of Position: One year

(Three year commitment)

One year as President- Elect

One year as President

One year as Past-President

Effective Date: June 1<sup>st</sup>

Responsible for Budget: No

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

### ***Meetings***

- Attend IDA Board Meetings and Annual Meeting.
- Submit agenda items to President per IDA calendar.
- Participate actively at Board meetings.

### ***Reports***

- Provide written reports to the IDA Secretary for minutes.
- Provide an Annual Report to the President, if requested.
- Other reports as required

### ***Budget***

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with the next person in the position
- Adhere to budget and become familiar with budget process for the IAND

### ***Newsletter***

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Book)

Objectives:

- Serves as member of Executive and IAND board.
- Serves as mentor to IAND President, President-elect, and board members as needed.
- By-laws Chair
- Standing Rules Chair
- Serves on Honored Dietitian committee
- Encourages and promotes diversity and inclusivity

## **Indiana Academy of Nutrition & Dietetics Job Description: Past President**

### **Length of Term Responsibilities:**

- Possess a working knowledge of IDA Bylaws, Standing Rules and Policy/Procedure Manual.
- Chair Bylaws committee and review and update By-laws, Standing Rules and Policy/Procedure Manual as needed (consists of President, Pres.-Elect, and Delegate)
- Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers and chairmen
- Participate in assigned Initiative Team and in the development of its program of work and accompanying budget.
- Prepare a plan of work for the year.
- Can assist IDA board as liaison to district associations if requested.
- Provide Treasurer with properly prepared expense reports.
- Respond to request from the Academy regarding position activities.
- Perform other duties as assigned by the IDA President.
- Review Job Description and submit suggested revisions to IDA President at April Board meeting.