



### **Roles and Responsibilities**

The Past President has two main tasks:

1. Chair the Individual and Lifetime Achievement Award Nominating Committees
2. Provide support to other Board Members as necessary.

### **Western District Past President Calendar of Duties**

#### **JANUARY**

- Submit your Past President's report for inclusion in the Winter Board Meeting packet.
- Facilitate the selection process for the winners of the Individual and Lifetime Awards at the Winter Board Meeting.

#### **FEBRUARY**

- Review Winter Board Meeting minutes and/or WesternITE summary article upon receipt from the Secretary-Treasurer.

#### **MARCH**

- Confidentially contact the Individual and Lifetime Achievement Award winners to obtain information and photos for the Annual Meeting Presentations.

#### **APRIL/MAY**

- Be available to the current President to coordinate with the current LAC and aid with Annual Meeting details.
- Coordinate with the Public Relations Committee Chair to produce videos for the presentation of the Individual and Lifetime Achievement Awards at the Annual Meeting.

#### **JUNE/JULY**

- Update the Past President Duties, Achievement Award nomination forms, and/or Selection Processes, if necessary, and submit for approval during the Summer Board Meeting.
- Submit your Past President's report for inclusion in the Summer Board Meeting packet.

#### **AFTER THE ANNUAL MEETING**

- Follow up on any Board actions assigned to you at the Western District Summer Board Meeting.
- Review Summer Board Meeting and Annual Business Meeting minutes and/or *WesternITE* summary articles upon receipt from the Secretary-Treasurer.

## **AUGUST**

- Update Lifetime Achievement Award nominations and provide to District Administrator during the summer after the Annual Meeting.

## **SEPTEMBER**

- Solicit nominees for the Individual and Lifetime Achievement Awards. While Past Presidents should be able to provide candidates for the Individual Achievement Award, nominations for the Lifetime Achievement Award should also be solicited from past Board members as well as past winners of the Lifetime Achievement Award who may be more familiar with retired members.
- Provide a request for nominations for the Individual and Lifetime Achievement Awards to the Webmaster and WesternITE Managing Editor for website posting and inclusion in the E-news during the fall, and for the publication in the Fall WesternITE issue. Information regarding the specific requirements for both these awards as well as the nomination forms are available at <http://westernite.org/annual-meetings/awards/>.

## **OCTOBER**

- Follow the procedures for the Individual and Lifetime Achievement Awards outlined in the Selection Processes for each on the web site to seek nominees and obtain nomination forms. Nominations for these awards should be submitted to you by November 1st. By December the completed nomination forms for these awards should be forwarded to the Board for their consideration. The Past President distributes nominations to the Board and facilitates the selection process at the Winter Board Meeting.

## **DECEMBER**

- Assist the incoming President in establishing an agenda for the upcoming Winter Board meeting.
- Compile completed nomination forms for the Individual and Lifetime Achievement Awards and forward to the Board for their consideration. In addition, forward completed nomination forms for the Lifetime Achievement Award to past award winners for their consideration.

Revised June 2004, Julie Townsend; July 2005, Randy McCourt; July 2008, Dalene J. Whitlock; August 2009, Jenny L. Grote; June 2010, Monica M. Suter; June 2017, Cathy Leong; May 2018, Cathy Leong; July 2018, Mark Spencer; June 2019, Mark Spencer; January 2020, Dalene J. Whitlock; June 2022, Dalene J. Whitlock