

## **OFFICE OF THE PAST PRESIDENT**

Bylaws: "The Past President shall have direct oversight of the Nominations Committee and the Advisory Council. The Past-President shall also sit as a member of the ASHA-CSAP Joint Committee on State-National Association Relationships."

### **Duties:**

1. Assume responsibilities and activities as directed by the President. Act in an advisory capacity to the President.
2. Assume the responsibilities of the President if a vacancy occurs in the office of the President during the first six months of the President's term and to serve in that capacity until the Spring meeting, at which time the President-Elect shall assume the responsibilities of the President.
3. Serve as the CSAP Contingent Chair of the Joint Committee for State and National Association Relationships.
  - Consult with the Joint Committee Chair to develop agenda items for the Joint Committee meetings.
  - Consult with the ASHA Contingent Chair about resolutions that may come before the Joint Committee after CSAP Executive Board meetings.
  - Assist with preparations of resolutions from the Joint Committee to the ASHA Executive Board and Advisory Council.
  - With the ASHA Contingent Chair, report on the Joint Committee's recent activities at CSAP's biannual business meetings.
  - Submit a written report describing the Joint Committee and its recent activities for inclusion in the biannual CSAP post-meeting mailings or posting to the website site.
  - Prepare general correspondence on behalf of the CSAP Contingent.
  - Arrange phone conferences and/or meetings for the CSAP Contingent, when necessary.
  - Maintain and update the CSAP Electronic Contingent Joint Committee Handbook

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4. Serve as the Chair of the Joint Committee for State and National Association Relationships in even-numbered years.
  - Fulfill all of the preceding responsibilities as the Chair of the CSAP Contingent listed under item #3.
  - Verify, update and distribute a current Joint Committee Roster to all Joint Committee members.
  - Secure meeting locations, prepare agendas, and distribute them prior to the Joint Committee meetings.
  - Chair the Joint Committee meetings.
  - Appoint a Joint Committee recorder and review minutes before they are distributed to the members.
  - Prepare Joint Committee resolutions for submission to the ASHA Executive Board and Advisory Council.
  - Add the Joint Committee members' names and the current year's activities to the chronological history in the Joint Committee Chair notebook.
5. Ensure the work of the Nominating Committee is completed in a timely fashion.
6. As necessary communicate with the ASHA Advisory Council (AC) to make certain CSAP remains aware of issues facing the AC that impact state associations.
7. Maintain the Past President portion of the electronic Policy and Procedures Manual.
8. Notify all non-successful election candidates. Each unelected candidate shall receive a personal phone call within 7 days of notification of the election results. In the event the individual is not available at the time of the call, the Past President shall leave a message requesting a return call at which time the results will be delivered person to person. This call shall be followed up with a letter by November 1.
9. The Past President in conjunction with the Treasurer, President and President-Elect shall prepare and submit a proposed budget for the following year at each Fall meeting. Prepare annual budget with input from officers.

## **OFFICE OF THE PAST PRESIDENT TIMELINE**

### **January-February:**

1. Assume responsibilities and activities as directed by the President.
2. Assume responsibilities and activities as Chair (CSAP Contingent) of the Joint Committee.

### **March-April:**

1. Prepare a brief written description of the Joint Committee; highlight issues under its purview and request agenda items. Send to the Secretary for inclusion in Spring Meeting Pre-Registration Packets.
2. Work with the Joint Committee chair to develop agenda items for the Joint Committee meetings, and consult with the ASHA Contingent Chair about emerging resolutions, which may come before the committee after CSAP Executive Board meetings.
3. Assist with preparations of resolutions from the Joint Committee to the ASHA Board of Directors and Advisory Council.

### **May:**

1. Attend Executive Board meeting and present report.
2. Describe the Joint Committee itself, and, with ASHA Contingent Chair, report on its recent activities at CSAP's biannual business meeting.
3. Write thank you letters to those who sponsored spring meeting events.

### **June:**

1. Submit a written report describing the Joint Committee and its recent activities for inclusion in the biannual CSAP post-meeting electronic mailing and/or e-newsletter.

### **July-August-September:**

1. Conduct activities/duties as necessary and appropriate and/or as assigned by President.

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### October:

1. Submit the newly elected CSAP President-Elect's name and contact information to the Chair of the Joint Committee so that an invitation to attend the Fall Meeting can be sent.
2. Inform the newly elected President-Elect about the Joint Committee's mission statement, history, duties, and meeting schedule.
3. Notify all non-successful election candidates. Each unelected candidate shall receive a personal phone call within 7 days of notification of the election results. In the event the individual is not available at the time of the call, the Past President shall leave a message requesting a return call at which time the results will be delivered person to person.
4. Prepare and mail follow up letters to all non-successful election candidates by November 1

### November:

1. Attend the Executive Board meeting and present report.
2. Describe the Joint Committee itself, and, with ASHA Contingent Chair, report on its recent activities at CSAP's biannual business meeting of the Council.
3. Write thank you letters to those who sponsored fall meeting events.

### December:

1. Submit a written report describing the Joint Committee and its recent activities for inclusion in the biannual CSAP post-meeting mailing and/or posting to the website.
2. Review the Policy and Procedures Notebook and coordinate with the President-Elect and the President to update it, as needed.
3. If requested by the President-Elect, act as a resource for advising on committee chair selection and programs for the coming year.