

## Guidelines for Office of Past President

TERM: One (1) Year

ELECTION: N/A Term immediately follows year of Presidency

Upon completion of his/her term of office as President of the Association, the President shall serve a one-year term as Past President. The duties are as follows:

- A. Coordinate preparation of any By-Laws changes submitted by the Board or membership. Be responsible for working with the authors of the proposed changes to see that the changes are written and presented according to timelines in the By-Laws.
- B. Be the official parliamentarian in the meetings of the Board and Association.
- D. Serve as the NSLHA Board's liaison to the Nebraska Speech-Language-Hearing Foundation.
- C. Serve as liaison to other organizations or agencies when requested by the Executive Board or President. Be prepared to report to the Board and President regarding these activities upon request.
- D. Attend all meetings of the NSLHA Executive Board and participate as a voting member.
- E. Review and recommend changes in the Code of Ethics of the Association. This should be done at least once a year. Watch for changes in the ASHA Code of Ethics, as this code serves as the basis for the NSLHA code. Changes in the NSLHA Code of Ethics should be proposed, advertised, and voted upon in the same manner as the By-Laws.
- F. Serve at the request of the President or Board to chair ad hoc committees or task forces.

### Nebraska Speech-Language and Hearing Association Deadlines for Office of Past President

January	*Attend Executive Board Meeting *Review By-Laws for any changes
February	*
March	* Submit items for the Executive Board agenda
April	* Attend Executive Board Meeting *Present any proposed By-Law changes
May	*
June	* Submit items for the Executive Board agenda
July	* Attend Executive Board Meeting
August	*
September	* Submit items for the Executive Board agenda
October	* Attend Executive Board Meeting *Attend Transition Meeting in October or November *Up-date procedure manual
November	*
December	*