

SENIOR PAST PRESIDENT

Revised – July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. **DUTIES AS THEY RELATE TO WORKSHOP COORDINATOR:**
 - a. *Coordinate the workshop schedule with the State President and determine workshops to be presented at convention. Work with Convention Chairman regarding facilities, equipment, and room set-ups for each workshop session.*
 - b. *By January 15, notify each person responsible for presenting an oral workshop; if a workshop brochure is funded in the State Council budget, notify each person responsible for submitting material for the brochure. Set deadline date designating when brochure information is due. It is your responsibility to type, edit, proofread and print the material for the workshop brochure. The material is to be submitted by the individual chairman; however, it is your responsibility to edit the material. Expense of the brochure is to be paid according to amount designated in State Council budget. If costs exceed the budgeted amount, approval of the State Council is needed to pay the overage.*
 - c. *Serve as moderator and have complete charge of workshops at the convention.*
 - d. *Request workshop presenters to write a short summary of their workshop presentation and to include the estimated number in attendance for each session. Request this information to be turned in to you no later than 8:00 a.m. on Sunday morning. Immediately following convention, and within seven days, compile the workshop summaries into proper order and mail to the State Recording Secretary. Keep copy for file and give to the new Workshop Coordinator at June meeting.*
4. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
5. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
6. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*