# **OFDDA POLICIES**

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## **DUTIES OF PAST PRESIDENTS**

### 1.0 **PURPOSE**

The purpose of this Policy is to outline the duties of Immediate Past President or in his/her unavailability the next most recent Past President on the OFDDA Board of Directors.

### 2.0 <u>SCOPE</u>

This Policy applies to the Past Presidents duties involving the Board of Directors and Executive Board.

# 3.0 GENERAL PROVISIONS

3.1 Duties of Past Presidents

In addition to the duties and responsibilities of Past Presidents covered in the Constitution and Bylaws or by specific policies, he/she shall;

- 3.1.1 Serve on the Budget Committee.
- 3.1.2 Serve on the Bylaws and Policy Committee.
- 3.1.3 Be responsible for the purchase and presentation of a gift for the outgoing President. This will generally be at the annual meeting.
- 3.1.4 Serve and function on Association committees when requested to do so.
- 3.1.5 Attend all possible Board and Executive Board meetings and actively take part in all Association business.
- 3.1.6 Give reports regarding Association business whenever such reports are called for.
- 3.1.7 Represent the Association whenever requested to do so by the President.