

I, _____, have read, understand, and will comply with the listed
Job Description of CSHET to the best of my ability during my term as Immediate Past President - _____ your
initials From _____ to _____

POSITION DESCRIPTION

Position Title: **Immediate Past President**

Qualifications: Served previous year as President. Maintain Carolinas Society for Healthcare Education and Training (CSHET) membership. Agrees to serve by signing the Officer Commitment Form.

Term: One year.
Takes office immediately following disclosure of election results to membership.

Duties and Responsibilities:

- Serves as a member of the Executive Board.
- Serves as Chair of the Strategic Planning Committee. Evaluates progress with strategic plan and presents to the Board.
- Serves as a member of the Constitution and Bylaws Committee.
- Reviews and revises policies and procedures as needed.
- Serves as an advisor to the Board and Committees as requested.
- *Plans and implements new member recognition throughout the year at the conferences, in the C Mail, and in the Cross Statements newsletter*
- CSHET membership gratis exempt for five (5) years.
- Serves as Chair of the Nominating Committee.
- Serves on the spring conference Planning Committee.
- Attends annual Spring CSHET conference without paying registration fee. Travel and hotel expenses will be the responsibility of the board member.

Record Keeping:

- Keep copy of all strategic plans. Keep strategic plan on disk to pass on to the next Past President.
- Copy of the current strategic plan for that year
- Copy all policies and job descriptions.

Orientation for Past President:

- Preserves and transmits to the incoming Immediate Past President all records and other official papers connected with the office.
- Gives a proper orientation of the job to incoming officer.