

Past President

The duties of the Past President shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
 - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
 - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
 - c. Assuming the responsibilities of the Chair in his/her absence;
 - d. If the Chair resigns, serve in that position until the President appoints a new chair
 - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
 - f. Ensure Committee Chair prepares certificates for committee members.
3. Prepare a press release announcing Clerk of the Year and other award recipients immediately following the Annual Conference and send it to IIMC's News Digest in addition to the local newspaper where the recipients work.
4. Serve as a liaison to the President.
5. Chair the Awards Committee and perform responsibilities as outlined in the committee's description.
6. Serve as a member of the Northwest Clerks Institute (NCI) Committee.
7. Serve as a member of the Budget Committee.
8. Serve as the WMCA Executive Committee Dropbox Administrator.
9. Serve as co-administrator for the WMCA Facebook page. In the event the Past President is not active on Facebook, the President shall appoint another Executive Committee member to serve in this capacity.
10. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.