

(IMMEDIATE) PAST PRESIDENT

The (Immediate) Past President is an Officer of the WMCA and member of the Executive Committee, serves a one-year term, and is not subject to election. The (Immediate) Past President's term commences in March upon the administration of the oath of office (typically at the Annual Conference banquet). The President automatically assumes the office of (Immediate) Past President at the completion of the one-year term. Vacancies and removal are addressed according to the Bylaws and Elections Procedures. [WMCA Bylaws Section IV]

The duties of the (Immediate) Past President shall be:

1. Meeting and Event Attendance:
 - a. Attend the four (4) scheduled meetings of the Executive Committee (typically January, March, June, and October), as well as any Special Meetings called by the President.
 - b. Attend the Annual Conference events, Annual Business Meeting, and sessions as requested by the President.
 - c. Attend the Association of Washington Cities Annual Conference as a vendor. Coordinate and arrange for vendor registration, transportation, lodging, meals, and vendor table materials, which are paid for by WMCA. [Financial Policies X.X][EA1]
2. Committee Support:
 - a. Serve as Board Liaison on a WMCA Committee. Liaison responsibilities include:
 - i. Awareness of the responsibilities of your assigned committee (see specific Committee Descriptions).
 - ii. Providing the communication link between the committee and the Executive Committee and reporting on the progress of the committee at the Executive Committee's scheduled meetings.
 - iii. Arranging for the submission of reports from the Committee Chairs to the President for Executive Committee Meetings within the established deadlines.
 - iv. Contacting the committee Chair on a periodic basis to acquire updated progress on committee task assignments.
 - v. Assuming the responsibilities of the Chair in his/her/their absence.
 - vi. If the Chair resigns, serve in that position until the President appoints a new chair.
 - vii. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
 - viii. Ensure Committee Chair prepares certificates for committee members.
 - b. Serve as Chair of the Awards Committee [WMCA Bylaws VII.5]:
 - i. Perform responsibilities as outlined in the committee's description.
 - ii. 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.
 - c. Serve as a member of the Budget Committee.



3. Administrative:
 - a. Serve as an advisor to the President.
 - b. Acquire and maintain knowledge of the WMCA Bylaws, policies, and procedures.
 - c. Perform such other duties and responsibilities as assigned by the President or Executive Committee.
4. Fiscal:
 - a. Cardholder of a WMCA credit card [Financial Polices 1.1].
 - b. Adhere to the WMCA Financial and Expense Policies.

Typical Annual Timetable:

Month	Duty Description
Monthly (As Needed)	President Advisor and Committee Liaison Support
March	Attend Annual Conference Assume Office with the installation of Incoming President (typically at the annual banquet); Take Oath of Office – (Immediate) Past President Attend March Executive Committee Meeting
April	Vendor registration for AWC Conference, vendor booth, hotel, etc. Vendor arrangements.
June	Prepare/review Committee reports and World Points Statements for EC Meeting Agenda Packet Attend June Executive Committee Meeting Attend AWC Conference as a vendor
October	Prepare/review Committee reports and World Points Statements for EC Meeting Agenda Packet Attend October Executive Committee Meeting
October - December	Attend Budget Committee Meeting
January	Prepare/review Committee reports and World Points Statements for EC Meeting Agenda Packet Attend January Executive Committee Meeting
March	Prepare/review Committee reports and World Points Statements for EC Meeting Agenda Packet Attend Annual Conference; Ensure Committee Certificate Issuance Issue Awards Committee Announcements