



Oregon Association of Municipal Recordors

IMMEDIATE PAST PRESIDENT

RESPONSIBILITIES

- A. The immediate past president shall be an ex-officio member of the Executive Board for the Association.
- B. Attend all board meetings and annual conference unless excused by the president.
- C. Provide advice and leadership as requested.
- D. Represent OAMR if requested by the president.
- E. Continue serving the term of prior appointments if appropriate.
- F. Be available to the president to assist with other duties as needed.
- G. Adhere to the OAMR and IIMC Code of Ethics.

CALENDAR

- **During Annual Conference**
 - Assist current president with hosting responsibilities for honored guests before and during annual conference.
- **Immediately after Annual Conference**
 - Respond to or assign a designee to follow up on questions received during the conference.
 - Send congratulatory letters to award recipients and their cities.
 - Send thank you letters to outgoing board members.
- **Throughout the Year**

See activities listed under Responsibilities

QUALIFICATIONS

- A. Must be an active member of OAMR in good standing.
- B. Must have completed three-year succession from 2nd Vice President to 1st Vice President and then President.
- C. Knowledge of Bylaws and parliamentary procedures.
- D. Understanding that responsibility for administration of Association is vested in Executive Board.