



JOB DESCRIPTION

OAMR IMMEDIATE PAST PRESIDENT

GENERAL RESPONSIBILITIES

- A. The Immediate Past President shall be an ex-officio member of the OAMR Board.
- B. Attend all board meetings and Annual Conference unless excused by the President.
- C. Provide advice and leadership as requested.
- D. Assist the Second Vice President with future Conference Bid.
- 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 IIMC and OAMR Code of Ethics.

CALENDAR

During Annual Conference

- A. Assist the President with hosting responsibilities for honored guests before and during annual conference.

Immediately after Annual Conference

- A. Respond to or assign a designee to follow up on questions received during the conference.
- B. Send congratulatory letters to award recipients and their cities.
- C. Send thank you letters to outgoing Board members.

Throughout the Year

- A. See activities listed under General Responsibilities

QUALIFICATIONS

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