

NHMEA Position Description: IMMEDIATE PAST-PRESIDENT

Job title	<i>Immediate Past-President</i>
Reports to	<i>NHMEA Executive Board, Membership, and Eastern Division President</i>

Type of Position

_____ Appointed ___x___ Elected

Qualifications

(Common for all positions except for Executive Director)

Nominee/appointee must be an active music educator

Nominee/appointee must be a current member of NHMEA/NAfME

Duties and responsibilities

The Immediate Past President shall chair the Nominating Committee. All ballots for elections shall be returned to the Immediate Past President for tally and presentation. The Immediate Past President shall assume the duties of the President in the President's absence. He/she shall advise the President as needed. The Immediate Past President will serve as a liaison to a designated Council of the Association.

The Immediate Past President shall:

- I. Participate in the meetings and working processes of the NHMEA Executive Board.
- II. Suggest and help to formulate policy, particularly as it relates to Board policies, Festival regulations, and resolutions.
- III. Preside over Association and Executive Board meetings in the absence of the President.
- IV. Provide liaison with other organizations, when requested by the President and/or Executive Board.
- V. If possible, hold an annual meeting of Past-Presidents of NHMEA during the fall and spring in-service conferences.
- VI. Perform any other functions designated by the President and/or the Executive Board.
- VII. Pass on to successor all pertinent information gathered during his/her tenure in office.
- VIII. Verify, with *Quarter Notes* Editor, that the NHMEA Scholarship Application will be published in the January issue of *Quarter Notes*.
- IX. Be directly responsible for all aspects of all NHMEA Scholarships.
- X. Collect and disseminate, to Historian, all PR and publicity of NHMEA activities.
- XI. Serve as chairperson of the Nominating Committee. Present the slate of nominees at the fall All-Member meeting. Finalize the ballot information and submit to Executive

Director who will create the online ballot. Notify candidates of election results. Announce election results at spring All-Member meeting.

Timeline of Responsibilities/Duties

June–August:

Attend June Executive Board meeting.

Attend NHMEA Summer Planning meeting.

Participate in conference call to discuss procedures outlined in association Bylaws, positions to be included on upcoming ballot, and possible candidates. Members solicit additional candidates for nomination if applicable and submit names to full committee by email for review. (*See page 2 for Bylaw excerpt and page 3 for open positions.)

Finalize list of nominees, discuss qualifications, and select slate of officers. Chairperson contacts nominees included on slate to submit a brief professional biography for the ballot.

September:

Attend September Executive Board meeting.

Present slate of nominees from Nominating Committee at Executive Board meeting.

October:

Attend NHMEA Fall All-Member meeting, October Music Fest Fall In-Service Conference.

Present slate of nominees to the Membership at the All-Member Meeting, and add any nominations from the floor.

The committee presents slate of officers at Fall All-Member meeting for approval. Additional nominees may be accepted from the floor to be placed on the ballot.

November:

Attend November Executive Board meeting.

December:

January:

Attend Executive Board meeting (Full Board) at NHMEA/NHBDA Chamber Festival

Chairperson presents ballot draft on behalf of committee at Executive Board meeting for informational purposes.

Chairperson sends ballot information including candidates and professional biographies to Executive Director for inclusion on online ballot.

February:

Attend February Executive Board meeting.

Online ballot is open for voting for 28 days.

March:

Attend March Executive Board meeting.

Ballot closes, votes are tallied, and elected candidates are identified.

April:

All-Attend State Music Festival, Executive Board Meeting, and All-Member meeting.

Newly elected candidates are announced and presented at Spring All-Member meeting.

May:

Attend May Executive Board meeting.

Be available to greet audience at one Middle School District Festival.

Contact and congratulate newly elected or appointed members of the committee. Send meeting

request for phone conference call to be held in June or July.

Throughout the year:

Attend all Board meetings (September, October Fall All-Member, November, January, February, March, April Spring All-Member, May, and June).

Respond to issues affecting the Association and its members.

Consult in a timely manner with the President and President-Elect concerning duties on his or her time-line.

Direct reports (if applicable)

Members of the Executive Board

Approved by:	
Date approved:	
Reviewed:	