

# NSMA IMMEDIATE PAST PRESIDENT

## FACT SHEET

**TERM:** One year

Automatically filled by the out-going NSMA President

**QUALIFICATIONS:** Active member of NSMA in good standing

Familiar with NSMA Bylaws and Standing Rules

Understanding of basic parliamentary procedures

Leadership skills

Ability to mentor

**RESPONSIBILITIES:** Attend all NSMA BOD meetings and the annual General Assembly

Remain available to the President in an advisory capacity

Maintain a demographic roster of all NSMA Past Presidents

Send out birthday cards to all NSMA Past President's

Assist with auditing delegate/alternate expenses

Actively participate in the NSMA Mentoring Program

Submit a written year-end report

Consider advancing to a national AAMA position

Serve on the NSMA Scholarship Award voting panel

### **BOD NOTEBOOK CONTENTS:**

Current NSMA operating budget and NSMA Financial Policies

Retain year-end report for 7 years

Current NSMA Bylaws and Standing Rules

Current AAMA Bylaws

NSMA BOD roster

NSMA Planning Calendar

Revise/replace forms and samples as needed

Maintain current mailing roster of all Past Presidents

## **NSMA IMMEDIATE PAST PRESIDENT**

The Immediate Past President (IPP) is the successive year of the President's term and is automatically filled by the retiring President. The Immediate Past President maintains a voting position on the BOD.

Throughout the year, the IPP should remain available to the President for counsel and assistance when requested. The IPP remains an active part of the NSMA mentoring program.

Duties include keeping an accurate up-to-date roster of addresses and phone numbers of all Past Presidents.

The officer is responsible for sending out birthday cards to all NSMA Past Presidents. For those without a birth date listed, a card will be sent out during Medical Assistants Week in October.

The Immediate Past President shall serve on the team organized by the NSMA Treasurer that reviews the expenses submitted by delegates/alternates to the AAMA annual conference.

All NSMA Past Presidents are encouraged to consider becoming involved at the national level by volunteering for a position with AAMA.

Each Past President (not already registered for the conference) is entitled to two complimentary meal tickets to the NSMA annual conference installation/awards ceremony.

Unless otherwise notified, past NSMA Presidents will receive a copy of the minutes from all BOD meetings.

All NSMA Past Presidents will be mailed personal invitations to attend the installation/awards ceremony at the annual NSMA conference and be seated at a reserved table. The meal fee will be covered by the annual conference committee for the Past President and a guest. Special introductions should be arranged with the Annual Conference Chair for each honored guest indicating the year the Past President served on the BOD.