

## **OMGA JOB DESCRIPTION**

### **Immediate Past President**

DESCRIPTION: The Past President supports the organization's mission of education and attends all Board and Executive Committee Meetings; provides advice to President and Board as needed; assists the President-Elect in planning and conducting Leadership Forum.

#### **IMPLEMENTATION:**

- Chairs the Bylaws Committee, if modification, interpretation or clarification becomes necessary or desirable
- Maintains OMGA Board Member Handbook and insures distribution to all Board members as well as the Executive Committee
- Mini College responsibilities include:
  - a. Assist President-Elect with the planning of Leadership Forum
  - b. Keep an inventory of signs for Mini College and work with committee placing directional signs
  - c. Work with 2nd Vice President on printing up speaker handouts and making Mini College photocopies as needed
  - d. Oversee the ordering of supplies for Mini College which might include programs, ribbons, award certificates, etc.
  - e. Work closely with Mini College co-chairs to coordinate efforts
- A member of the Audit Committee
- A member of the Budget Committee