

PAST-PRESIDENT:
Co-chair for Two-Day Conference
Awards Committee Member
Nomination Committee Chair

The past-president assists the president in carrying out the mission of the association. The past-president is an elected office with a 1-year term; typically, this is the 5th year of a 5-year commitment. The past-president maintains communication with the president in order to facilitate the efficient transition of the leadership ladder.

Ongoing responsibilities:

1. Attend all Board of Directors meetings and two-day preparation meetings
2. Be available to help at all conferences.
3. Be available to offer advice to ladder members on their conferences, problems, etc.

Monthly responsibilities:

January/June

Work with the 2-day Program chair on program and see that the booklet is ready for the printer on time. Send to NJEA for Professional Development Endorsement. See that material gets to Publicity chair, journal editor and newsletter editor. Attend meetings for Two-Day conference chairs.

May/September

Hold a nominating committee meeting(s) for the next year's vacancies. Hold meeting(s) for Max Sobel nominating committee.

September

Lead voting for Max Sobel award winner at the Board of Directors meeting. Help to prepare biography for Max Sobel Award winner to be read at the Two-Day conference.

Prepare a nominations committee report to be given at the September Board of Directors meeting.