

## Duties of the Past President

1. Provide assistance and moral support to the President
2. Serve as nominating committee chairperson.
3. Attend spring THOA, Inc. Board of Directors planning meeting.
4. Attend summer Professional Development Conference and THOA, Inc. Board of Directors meeting immediately preceding the summer conference.
5. Plan and conduct the installation of officers at the Awards Luncheon during the summer Professional Development Conference.
6. Recognize all first-year members at the summer Professional Development Conference Awards Luncheon with a membership pin.
7. Obtain record of years of membership from Executive Director and determine membership awards.
8. Assemble and present pin awards for membership in five year increments beginning with five year award at the Professional Development Conference Awards luncheon. Give list of those recognized and years of membership to Executive Director for placement on website.
9. Update Policy and Procedures.

\*Board members are required to attend all board meetings unless there are extenuating circumstances, which will be reviewed by the board. Board members should make arrangements for their duties to be carried forward. Notify the President if unable to attend a board meeting as soon as possible.\*