

IMMEDIATE PAST PRESIDENT

The IMMEDIATE PAST PRESIDENT shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.
- Update the *Duties and Responsibilities Handbook*, when necessary, and present it to the Executive Board at the second meeting.
- Serve as chairperson of the nominating committee. Select a committee and delegate responsibility to the members of the committee.
- Present the committee's nominees for office at the second Executive Board meeting for approval. One or more nominees should be named for the office of Vice President and Treasurer or Secretary.
- Prepare a ballot for the election of officers.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.