Immediate Past Immediate Past President Job Description

Section:	Board	# Pages:	3
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The Immediate Past President serves as a member of the Board of Trustees in the capacity of Immediate Past President for two years. The Immediate Past President is responsible to the Society membership. Demonstrates leadership behaviors that include accountability, humility, forgiveness, and stewardship.

I. Duties and Responsibilities

A. Abides by the ASET Code of Conduct.

B. Performs and abides by all duties and responsibilities of a member of the Board of Trustees.

C. Receives and responds within 48 hours to communications from ASET Executive Committee on issues that require immediate comments or review.

D. Responds thoughtfully and promptly to requests for input from the Executive Committee or Board of Trustees.

E. Specific Duties at Annual Convention

1. Attends all Society social events.
2. Personally greets and expresses gratitude to vendors and suppliers.
3. Represents Society during entire convention week and conducts him/herself with decorum in keeping with the professional position he/she holds.

F. In the event that a voting member of the Executive Committee is unavailable for an emergency decision, the Immediate Past-President is requested to substitute for the absent member and to cast a vote on the issue in the society's best interest on behalf of the absent member based on best information available.

G. Serves as a member of the Board of Trustees in the capacity of Immediate Past President for two years.

H. Receives lifetime waiver of registration fee at the Annual Convention

I. Receives ASET Lifetime Membership status.

-- Approved 08.02.2022