

Oregon Dental Hygienists' Association
Policy: **01-05 Immediate Past President**
Program: **Board of Directors**
Effective date: **July 23, 2017**
Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the Board of Directors

Policy:

Serves as: Officer of the Board of Directors
Member of Finance Committee
Member of Bylaws Committee
Advisor to President and Board of Directors
Member of Executive Council

Meetings: Board of Directors
Executive Council
Meetings of Planning Committee
Meetings of Finance Committee
Strategic Planning
BOD Orientation and Leadership Workshop
Annual Business Meeting
Council Meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed.
- Monitor content and maintenance of website.
- Prepare proposed budget for office of the Immediate Past President and submit to the Chair of the Finance Committee.
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines.
- Prepare and submit report of the Immediate Past President for all Board of Directors meetings and the Annual Business Meeting.
- Active component member

Specific Responsibilities:

- Assist/mentor President and other officers.
- Prepare and submit report of the Immediate past President for all Board of Directors meetings and the House of Delegates.
- Work with Executive Council to arrange for Strategic Planning meeting, Board of Directors Orientation, and Leadership Workshop.