

NEW HAMPSHIRE ASSOCIATION

JOB DESCRIPTION

Title: Past President, NHRA

Reports To: NHRA President and NHRA Membership

Purpose: To act as a resource to the President and the organization as a whole; oversees awards nominations and presentations; chairs nominating committee and oversees election process; oversees orientation of new members.

Term: One year. Term begins January 1st and ends December 31st of the same year.

Expected

Attendance: Attendance at all monthly Board meetings; attends committee meetings as appropriate; attends annual meeting; attends Board retreats, workshops, and other Board development activities

General

Obligations: Be knowledgeable of NHRA Constitution and By-Laws
Be well informed on issues and agenda items in advance of meetings
Contribute skills, knowledge and experience when appropriate
Assist in establishing policy
Assist in short term and long term planning
Help maintain fiscal health of the NHRA
Act in a manner consistent with code of ethics of the profession
Act as a representative of the members of the organization
Uphold mission of the organization
Be knowledgeable of current issues in the field and divisions
Promote membership in NHRA/NRA

Specific

Duties: Chairs Nominating Committee
Chairs Awards Committee
Serves on Executive Committee
Runs awards presentation at Annual Meeting
Acts as President in absence of President and President-Elect
Orients new members
Develops, maintains and updates orientation materials
Performs duties of Board Member-at-Large
Acts as official representative of NHRA and its divisions