

# *CUPA-HR Midwest Region Calendar of Duties*

**Position on Board:** **Past Chair**

**Date:** 2004-2005

**Position Overview:** Serves as advisor to Chair and as Chair of Past Chairs Committee. Serves on CUPA-HR National Board of Directors (if serving a directorship). Performs other duties the Chair requests.

Please indicate the duties of this position each month of the term. Attach sample correspondence, forms, checklists, contracts, etc. Prioritize within month if necessary.

<b>JULY</b>	<b>Must Be Completed By:</b>
Attend CUPA Association Leadership Program and National Board Meeting. Meet with Chair to discuss agenda items for Fall Board Meeting (particularly carry-over items.)	As scheduled (mid-July)
Promote MWR Awards Program (Accept nominations, put reminder in newsletter, ensure Director of Membership encourages Chapter Presidents to submit names).	As scheduled

<b>AUGUST</b>	<b>Must Be Completed By:</b>
Prepare "Report of the Past Chair" for Fall Board Meeting; make copies to distribute to Board and other attendees.	1 week before meeting

<b>SEPTEMBER</b>	<b>Must Be Completed By:</b>
Attend Midwest Region Board Meeting.	As scheduled
Submit expense report to Treasurer for signature.	1 week after Board Meeting

<b>OCTOBER</b>	<b>Must Be Completed By:</b>
Send information to Director for Communication for fall newsletter re: awards and nominations/elections (Regional and National).	2 weeks after Board Meeting
Contact Past Chairs Committee - remind them of the process.	November

<b>NOVEMBER</b>	<b>Must Be Completed By:</b>
Begin to solicit awards nominations and submissions.	on-going
Begin to solicit nominations for regional elections and committee volunteers.	on-going
Attend National Board Meeting	As scheduled

<b>DECEMBER</b>	<b>Must Be Completed By:</b>
Prepare "Report of the Past Chair" for the January Board Meeting; take copies to distribute to Board and other attendees.	1 week before meeting
Review options for Past Chairs event (if held) and prepare recommendation for board; begin publicity.	December 31

<b>JANUARY</b>	<b>Must Be Completed By:</b>
Attend Midwest Region Board Meeting.	As scheduled
Discuss slate of officers with the Midwest Region.	At Board Meeting
Submit expense report to Treasurer for signature.	1 week after Board Meeting
Notify slate that their names were approved.	1 week after Board Meeting
Make sure slate of officers is published in Spring newsletter and in the Annual Business Report. Include brief biography.	2 weeks after Board Meeting
Make determinations regarding regional awards with Past Chairs Committee.	Mid-January
Coordinate ordering of awards with Director for Membership: Awards recipients, Chair, Committees, departing board members.	Mid-January
Send out invitations to Past Chairs Event.	January 30

<b>FEBRUARY</b>	<b>Must Be Completed By:</b>
Work on press outlet publicity for award recipients with National Office staff.	February 1
Notify awards recipients and their nominators by email and letter.	February 1
Submit information on awards recipients and slate of officers to the Director for Communication for the Awards Brochure.	Mid-February
Work on awards ceremony protocol.	February 28
Solicit names of potential honorary life members for consideration during board meeting	February 28

<b>MARCH</b>	<b>Must Be Completed By:</b>
Coordinate awards ceremony with all involved individuals/notify of procedures and seating arrangements.	March 1
Oversee ceremony and ensure plaques are correct and laid out properly	On site
Coordinate Past Chairs Event with input from Chair.	As scheduled
Prepare protocol for elections during business meeting - explain process, announce slate, ask for vote.	1 week prior
Conduct the regional and national elections (be prepared to do paper ballots if there are nominations from the floor)	During meeting

Meet with Chair, Chair-elect, Treasurer, and hotel liaison to finalize meal counts; room set-ups; and go over all details.	After arrival
Attend pre-conference Board Meeting, stuff bags, stock hospitality suite, any other "gophering"	On site
Recommend honorary life memberships	During pre-conference board meeting
Meet and greet sponsors and exhibitors	At conference
Attend wrap up board meeting	Post conference
Attend national board meeting	As scheduled

<b>APRIL</b>	<b>Must Be Completed By:</b>
Coordinate regional publicity for award recipients with Director of Communication	Newsletter publication

<b>JUNE</b>	<b>Must Be Completed By:</b>
Update Calendar of Duties and send to Chair.	June 15
Write newsletter article and submit to Director of Communication	As scheduled

<b>NOTES</b>
<p>The <b>Past Chairs Committee</b> shall be comprised of the Immediate Past Chair, the past Past Chair, and the past past Past Chair, and is chaired by the Immediate Past Chair. In the event that one of these individuals is no longer able to serve, the Chair shall serve on the committee. The committee shall be responsible for:</p> <p><b>A. Regional Elections</b> - The committee shall develop a slate of nominees to serve as officers on the Regional Board. The slate is submitted to the membership for approval.</p> <p><b>B. National Elections</b> - The region may nominate candidate(s) to place on the slate for the office of President-Elect and Treasurer at the National level. The committee shall accept nominations from the membership for the slate and forward those nominations to the National Office. The name of the Midwest Region's nominees for National Office shall be presented to the Organization's President and Executive Director.</p> <p><b>C. Regional Awards</b> - The committee accepts nominations for and selects recipients of Regional Awards.</p> <p>Copy Chair on all correspondence.</p>