

NACDEP Past President

Key Responsibilities

In addition to the duties specified in the NACDEP bylaws, the Past President is charged with organizing a Nominating Committee for the purposes of developing a slate of candidates for elected NACDEP offices. A best practice would be to include all of the regional representatives on the committee. Unless directed by the Executive Committee, the Past President will organize a Nominating Committee by October 1st and have a slate of candidates to present to the Secretary for the creation and distribution of a ballot prior to November 15th.

The Past President will also participate with the annual review of this handbook and meeting minutes in consultation with the Secretary.

The Past President will serve as Chair of the Committee on Resolutions and Policy.

The Past President will serve as mentor to the President Elect, including but not limited to assisting in conference planning.

The Past President will serve on JCEP as a representative of NACDEP.

Schedule (based on a June NACDEP Conference)

<i>June</i>	Attend the Annual Conference and Pre-Conference Board Meeting.
<i>June</i>	Bring Conflict of Interest Forms to post-conference board meeting for all board members and association management firm personnel to sign Sign Conflict of Interest Form
<i>June-June</i>	Mentor President Elect as appropriate.
<i>June-June</i>	Participate in monthly JCEP board meeting video conferences.
<i>July</i>	Serve on conference committee (for conference 2 years from now) until President Elect is selected.
<i>Jul-Dec</i>	Attend at least two other JCEP member association conferences on behalf of JCEP Marketing Committee. This involves manning an exhibit table, presenting the JCEP award, and presenting clock to outgoing Past President of that association. Team will make arrangements for shipping materials from conference to conference.
<i>Aug-Sept</i>	Work with President Elect and President to determine site selection process for conference to be held just under three years from now.
<i>September</i>	Organize the nominations committee to include, at a minimum, all Regional Reps. Notify President of committee members. Issue call for nominations in September NACDEP newsletter.
<i>Sept-Nov</i>	Work with nominations committee to identify and solicit potential candidates. Work with Association Manager to determine eligibility of nominees. Confirm that nominees will accept the position if elected. Provide slate to Secretary and Association Manager one week prior to November 15.
<i>Sept-June</i>	Assume any JCEP officer or leadership positions as appropriate. Serve on JCEP Nominations Committee.
<i>Dec-Apr</i>	Oversee conference site selection process with Regional Representative, including engaging board members, following up with applicants as needed. Board needs to make final selection by April meeting.
<i>Jan-Apr</i>	Convene Resolutions and Policy Committee to review Bylaws or Policy and Procedures handbook.
<i>February</i>	Attend JCEP winter board meeting held in conjunction with JCEP Leadership Conference.

- March** Issue call for proposed bylaws changes in March NACDEP newsletter. Schedule meeting of Resolutions and Policy Committee to discuss proposed changes to Bylaws received from membership.
- April** Present proposed changes to Bylaws or Policy and Procedures handbook to board for consideration.
- May** Send any proposed bylaws changes to membership at least 30 days prior to annual meeting.
- June** Attend JCEP summer meeting.

Other Opportunities

Every three years, it is necessary to re-fill the JCEP Liaison position to the Budget and Legislative Committee of the Extension Committee on Organization and Policy (ECOP). The position is a three-year term. The applicant must be a Past President of a JCEP member association, have served on the National JCEP Board of Directors, and have a current Extension appointment in some capacity. Requirements for application are listed on the attached application form. A signature by the applicant's State Extension Director is required. The JCEP Liaison to ECOP's Budget and Legislative Committee participates in ECOP Committee and JCEP Board meetings to keep open communication between the groups and identify opportunities for collaboration and synergy. This position opens again in 2019.

