

## Utah Public Health Association ~ Position Description

---

<b><u>Title:</u></b>	Immediate Past President	<b><u>Updated:</u></b>	11/10/2009
<b><u>Length of Term:</u></b>	One Year		
<b><u>Succession From:</u></b>	President		
<b><u>Succession To:</u></b>	(none)		
<b><u>Bylaw References:</u></b>	Article 4 - Officers , Others		
<b><u>Policy References:</u></b>	Membership, Offices, Program/Conference		

---

### **Position Resources:**

UPHA Email address: [immediatepast@upha.org](mailto:immediatepast@upha.org) from <http://zimbra.xmission.com>  
APHA Resources: Affiliates Online Community - <http://affiliates.apha.org>

### **Association Level Responsibilities:**

- X Officer
- X Board of Directors
- \_ Leader of Management Unit

Related Management Units: Member Services  
Related Committees: Membership  
Related UPHA Web Sites: Main and Membership

---

### **Position Summary:**

This position provides senior leadership and oversight to the Association. The Immediate Past President assists the President and Board in developing priorities is a registered agent for the Association, and responsible for legal and business aspects of the association. This position also assists with the functions of the Member Services unit, specifically membership functions.

---

### **Duties and Responsibilities:**

- 1. Provide Senior Leadership to the Association – 30%***
  - Assist President in organizational, financial and legal responsibility functions of the Association.
  - Assist President to identify annual priorities, projects and issues and assign responsibilities for completion of these for the Association year person presides in this position.
- 2. Provide Leadership to the Member Services Management Unit and associated functions for the Association – 30%***
  - Assume Chair of the Membership Committee.
  - Make sure all membership renewal activities are accomplished
- 3. Develop Sustainable Resources for the Member Services Functions – 30%***

- Research additional funding sources for membership related functions.
- Develop a membership recruitment plan

**4. Provide Association Membership Enhancement products – 5%**

- 

**5. Chair the UPHA Resolutions Committee -5%**

- Ensure call for resolutions and collection of resolutions for annual business meeting.

**Board Member Expectations**

**1. Commitment of time:**

- Participate in board meetings regularly
- Participate on committees and task forces
- Support special events
- Stay informed on issues, read materials
- Ask questions and clarification on issues, consequences of actions

**2. Hold each other and ourselves accountable for the mission, financial viability and effectiveness of the organization.**

**3. Develop sustainable resources.**

- Make a personal financial commitment at the appropriate level
- Help develop resources in one or more of the following ways:
  - Seek financial resources from individuals, foundations, corporations
  - Suggest people, corporations, provide contacts
  - Network with other organizations who give might support
  - Seek gifts in kind

**4. Be an ambassador and advocate.**

- Contact, write to local media when appropriate.
- Get acquainted with legislators, policy makers on local, state, national levels.

**5. Engage in board self-assessment, project assessment annually.**

**6. Support the staff.**

**7. Avoid conflict of interest and other unethical behavior and sign the Conflict of Interest form.**

**8. Support board decisions, and treat board matters confidentially.**

**9. Look for strategic alliances, entrepreneurial ways, collaborations.**

**10. Celebrate successes; enjoy the challenge of the task!**