

Past President's Position Responsibilities

Florida Association of Colleges & Employers (FloridaACE)

One-Year Term with a Two-Term Limit

Qualifications: Previous Association President and Active Membership for Two or More Consecutive Years

1. Reports and is responsible to the President and the Executive Board of Directors.
 2. Serves as an advisor to the President.
 3. Attends all Board of Directors' meetings.
 4. Fills unexpired term of the President if for any reason the President is unable to fulfill Their term, or collaboratively works with Board to fill the position (if they are unable to fulfil the positions responsibilities.)
 5. Chairs the Board Member(s) Nominating Committee, along with the President and two other Board members. The Committee will identify qualified, willing candidates to fill Board positions (As defined in Constitution.)
 6. Presents slate of officers to the Executive Board (as far in advance as possible) to be approved at the Board Meeting prior to the Annual Business Meeting.
 7. Presents slate of officers to the membership for a vote at the Annual Business Meeting.
 9. Provides needed training, as appropriate, to new, incoming Board members within two months of new member's service on the Board.
 10. Assumes duties as requested by the President.
 11. Assists the Vice President in planning the annual conference as needed.
 12. Collaborates with the Information Management Director and other Board Members to ensure archived historical data is updated.
 13. Chairs the Awards Committee, overseeing the annual awards process of:
Brownlee Leadership Award – Student(s) of the Year Award – New Member Award
 - a. Requests nominations for Awards from membership.
 - b. Determines winners based on stated criteria.
 - c. Orders engraved awards and ensures availability for awarding at Annual Conference.
- Additional Awards Responsibilities:
- a. Defines deadlines for nomination submissions process.
 - b. Updates nomination forms with appropriate/current timelines/criteria/deadlines of nominations.
 - c. Forwards names of nominees to conference chair for inclusion in Annual Conference program.
 - d. Provides Student(s) of the year recipient name(s) to Treasurer to request award check(s).
 - e. Orders President's Award(s) if requested by current President.
14. Upholds at all times the policies, procedures, and constitution of the Association.
 15. Performs other duties as assigned by President or that may have been self-designated.

(Updated 2019)