**THE OFFICE OF PAST PRESIDENT**

I. NAME:

The name of the office shall be Past-President of the Utah Association for Health, Physical Education, Recreation and Dance.

II. PURPOSE:

The purpose of the office of Past-President shall be to advise and assist the President in the business, program and activities of the UAHPERD.

III. ORGANIZATION:

The outgoing President of the UAHPERD shall be designated the Past-President at the conclusion of the General Session of the annual convention.

IV. DUTIES:

A. General Duties

The Past-President shall:

1. Perform such duties as are prescribed in the Constitution and Bylaws.

2. Be a voting member of the Board of Directors.

3. Prepare Past-President's reports for the Board of Directors to keep them informed concerning the activities of the Past-President.

4. Serve as Chairperson of the Nominating Committee.

5. Present to the President the Service Award at the conclusion of the General Session.

B. Special Duties in Connection with Nominating Committee. (See Standing Committees, Nominating Committee):

The Past-President shall:

1. At an early date contact in writing the other members of the Nominating Committee.

2. Read, study, and follow carefully the Code of Operation for the Nominating Committee.

3. Be responsible for preparing a slate of officers with two candidates for each available position.

4. Send biographical information and pictures of candidates to the Editor of the UAHPERD Journal by August 15 or the date set by Editor of the Journal.

5. Conduct the election at the annual UAHPERD Convention.