IMMEDIATE PAST PRESIDENT

Revised 2022

Bylaws Article VII –Officers

 Section 1. I. The Immediate Past President shall chair the Distinguished Teacher, Ethics, and Nominating Committees, and shall serve on the Finance Committee.

The specific duties are:

1. Member of the Executive Committee.
2. Member of the OMTA Board.
3. Chair of the Distinguished Teacher Award.
4. Chair of the Ethics Committee.
5. Chair of the Nominating Committee.
6. Chair of the Council of Past Presidents

**Chair of the Distinguished Teacher award**

Set the deadline for OMTA members to submit nominations for Distinguished Teacher of the Year award.

If there is a Distinguished Teacher of the Year nominated, the nominee must be presented to the OMTA Board at the winter Board meeting for approval.

Present the Distinguished Teacher of the Year award at the State Conference in May/June.

Keep track of current MTNA guidelines for submission to MTNA of Distinguished Teacher of the Year Award from Oklahoma.

**Chair of the Nominating Committee**

Create a Nominating Committee and work with them during the second year to compile a slate of officers to replace open Board positions.

The slate of officers is then presented at the January Board meeting for approval.

The approved slate of officers is then presented to the OMTA Membership during the Business meeting at the State Conference.

In even-numbered years

January

Notify MTNA that outgoing President will become an Honorary Life Member and will no longer pay OMTA dues.

March

1. Order Honorary Life Membership plaque for outgoing President.

(Shawnee Trophy 405-273-0504)

2. Order gavel for incoming President.

(Shawnee Trophy 405-273-0504)

May/June

1. At OMTA Membership Meeting during the state conference, conduct the installation service for incoming officers and chairs.

2. Update and walk incoming President through the MTNA portal website updating procedure.

Council of Past Presidents

1. Following the January meeting of the OMTA Board, either email the Past Presidents a synopsis of the meeting including motions passed/rejected or invite them to read the minutes posted on the website.

2. In consultation with the President-elect, select a time for the Council to meet during the OMTA conference. (Traditionally this is a complimentary breakfast meeting scheduled prior to the first session on the second day of the conference).

3. At the meeting give a synopsis of the conference OMTA Board Meeting. Encourage discussion of items being considered, but not yet passed, by the Board. Ask for suggestions to be brought to a specific committee or to the Executive Committee.

4. If something happens to a Past President or a Past President’s family member that is not taken care of by OMTA, the council may want to do something as a group, not in the name of OMTA.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.