

## **Charges for the Past President, 2025-2026**

1. Shall assume ex-officio membership of the Council of Chapter Presidents.
2. Shall represent NADE as requested by the President.
3. Shall provide on-going assistance, advice, and encouragement to the President throughout his/her term of office.
4. Shall assist with planning and scheduling meetings with SSA, SSAB, CBO, GAO, etc., prior to and during the mid-year Board meeting.
5. Shall serve as advisor for NADE membership regarding organizational protocol.
6. Shall serve as the lead organizer and contact person for the annual national training conference ensuring that (1) no NADE activities conflict with major religious holidays, (2) conference activities are accessible, and (3) program content is consistent with NADE's vision and Code of Ethics.
7. Shall provide regular updates to the Board regarding annual national training conference planning.
8. Shall maintain a list of the number of attendees for each National Training Conference for the previous 5 years.
9. Shall assemble and maintain a notebook of conference "Do's" and Don'ts," based on recommendations from previous conferences.
10. Shall report to the mid-year Board meeting and the annual general membership meeting, summarizing in a 1-page executive summary highlights for reading at the general membership meeting.
11. Shall mentor their successor in this role.
12. Shall send copies of all correspondence to the NADE President and President-elect.
13. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.