



Position Identification

Position Title: Past-President
Type of Position: Elected
Effective Date: upon Annual Summit close (where served as President)
Term Length: 1 Year

Responsibility of Individual Board Member

- Participate in Board Meetings
- Advise the President of items that need to be addressed based on past conferences and Board Meetings
- Vote on issues affecting the Association, as a member of the CTA Executive Committee
- Participate in Planning Sessions for Summit
- Review Summit schedule for workshop sessions and the technology showcase, as part of the Board review.
- Assist in the decision-making process of the overall Summit schedule, layout, vendor placement and venue
- Contribute in the recruitment and identification of future Board Members and Track Chairs
- Provide assistance when needed in the identification, review and approval and contracting for future CTA summit event locations
- Create/participate in special subgroups as assigned to achieve specific goals, Assist with any other duties that support the Association's mission

Position Description

The Past-President will work alongside the President to achieve association goals. The position shall serve as an Executive Committee member of the Association, and perform duties as outlined in the By-laws. The position has acted as President and President-Elect and can provide overall guidance to the other presidential counterparts as needed. Position is automatically assumed after serving in the role of the President of the Association. This position may also serve as President in the temporary absence of the President and President-Elect.

Duties and Responsibilities

- Serve as a voting Board member on the Executive Committee
- Create and administer survey to elicit input from prior summit served as President
- Assist other Board members in recruiting Call for Presentation and Technology Showcases
- Review the draft Summit schedule for workshop sessions and the technology showcase for Board approval
- Assist in the recruitment and identification of future Board Members and Track Chairs
- Provide guidance to the President and assist with duties as necessary to ensure seamless transition from President-Elect role to President
- Assist President with CIO outreach prior to each Summit
- Gather proposed by-law changes and clean-up items from Board members, for annual summit election
- Manage the annual election process for new board members and proposed by-law changes

Additional Responsibilities

- Support the Association Mission, Vision and Values
- Understand the Association By-Laws
- Participate in Board Meetings
- Participate in Planning Sessions for Summit
- Assist in the decision-making process of the overall Summit location, schedule, layout, vendor placement and venue
- Vote on issues affecting the Association, as a member of the CTA Executive Committee
- Create/participate in special subgroups as assigned to achieve specific goals, including act as the lead for CIO outreach prior to each Summit.
- Assist with any other duties that enhance the association's mission

Member Qualifications

Candidates for this office must be a senior IT decision maker for their respective department or agency.