

**CALIFORNIA CONFERENCE OF LOCAL HEALTH DEPARTMENT NURSING
DIRECTORS**

**DUTY STATEMENT
PAST PRESIDENT**

Past President serves on the Executive Committee for one year immediately following their term as president. Primary duties include:

1. Serve as representative of CCLHDND in the absence of the President to:
 - a. Chair CCLHDND Executive Meetings
 - b. Attend CCLHO Board Meetings & Conferences
 - c. Attend ASTDN Conference
 - d. Other meetings/groups as requested
2. Oversees and manages contracts in conjunction with Administrator:
 - a. Accountant
 - b. Administrator/Conference Planner
 - c. Legislative Advocate
 - d. Web Master and Website Server
3. Monitor the progress of the strategic plan and provide a report at each Executive Committee meeting
4. Other duties as assigned by President