

1.6. IMMEDIATE PAST PRESIDENT

1.6.1. TERM: One year.

1.6.2. DUTIES OF THE IMMEDIATE PAST PRESIDENT:

1.6.2.1. To be a voting member of the Board of Directors and of the Executive Board

1.6.2.2. To serve on the Nominating Committee

1.6.2.3. To serve on the Finance Committee

1.6.2.4. To serve on the Policy Handbook Committee

1.6.2.5. To act in an advisory capacity of the association

1.6.2.6. To serve with the President-Elect as counselor to the districts

1.6.2.7. To inform district presidents of their responsibilities regarding KSMA

1.6.2.8. To assist in preparation of district programs, if requested

1.6.2.9. To organize and follow-up on KSMA district meetings' visitation program.

1.6.2.10. To keep a file of district officers including their home and school addresses, telephone numbers, and e-mail addresses.

1.6.2.11. To request district Presidents send copies of their programs with invitations to attend their meetings.

1.6.2.12. To host a Past President's Breakfast (or other function) at the fall KLA/KSMA joint conference.

1.6.2.13. To contact Past Presidents to inform them of writing and phoning campaigns and legislative concerns so they may act as liaisons for their geographic areas

1.6.2.14. To serve on the Constitution Committee

1.6.2.15. To obtain all awards and plaques for the awards recipients at the fall KLA/KSMA joint conference

1.6.3. EXPENSES:

1.6.3.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.

- 1.6.3.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 1.6.3.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.
 - 1.6.3.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.
 - 1.6.3.3.2. Invoices/receipts should be submitted as soon as possible.
- 1.6.3.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member' s home, \$50.00 per night lodging expense is allowed.