

## CHEYENNE MOUNTAIN ZOO AUXILIARY

### JOB DESCRIPTION 2023-2024

**POSITION TITLE:** Past President

**REPORTS TO:** President, CMZA Executive Board

**POSITION SUMMARY:** Act as official delegate to AZADV, monitor membership requirements for docents and work with docents on compliance with membership requirements as outlined in the CMZA Bylaws and in Rules and Policies. Past President also gathers input from docents to suggest who should serve on both the Executive Board and as Supplemental Chairs. The Past President chairs the Nominating Committee.

#### **RESPONSIBILITIES AND DUTIES:**

- Attend CMZA Executive Board and full board meetings monthly.
- Monitor CMZA members to determine that requirements have been met to remain in good standing and contact those docents who may be delinquent. The past president will work with docents who claim extenuating circumstances for their non-compliance.
- Requirements for members in good standing:
  1. Current CMZ membership or free membership (if one has obtained the 96 hours of service the previous year).
  2. Required number of service hours
  3. Two CEC credits.
- Attend the annual (or semi-annual) AZADV Conference and represent CMZA as an official delegate. Respond to emails from AZADV officers and provide information on the benefits of joining the national organization to the auxiliary.
- Organize and chair the Nominating Committee to include:
  1. Updating the list of board positions and send out to the Auxiliary members
  2. Update list of docents who may be considered for a board position and send out
  3. Update the Proposed Nomination Form
  4. Contact members of the nominating committee chosen last year to determine their ability to serve...move to first alternate and then second alternate, if situation warrants
  5. Write an article for the *Zooline* to explain the election process
  6. Email Proposed Nomination Form and supply hard copies at the March membership meeting- collect completed forms
  7. Meet with the Nominating Committee to tabulate, discuss and finalize suggestions for Executive Board positions (the Past President facilitates, but does not have a vote in the process). Contact those individuals selected to be sure they will accept the nomination.

8. Provide the President Elect with the Proposed Nomination forms to assist with choosing Supplemental Chairs
9. Publish the slate of officers in the *Zooline* at least 14 days prior to election in May
10. Create a Slate of Officers ballot for the election
11. Create a ballot for the election of the Nominating Committee (and alternates) for the following year
12. Supply ballots for membership at the May Membership meetings, one on the 2<sup>nd</sup> Wednesday in the month and one on the 2<sup>nd</sup> Saturday in the month. Results will be tabulated with the Nominating Committee immediately at the conclusion of the second Membership meeting.
13. Send out election results to the Auxiliary members and publish the results of the election in the June *Zooline*.

Respectfully Submitted

Marsha Fogarty

Past President

May 2024