



# INTERNATIONAL CLARINET ASSOCIATION

## ICA Past President

### Job Description

#### Qualifications:

1. Previous service on ICA Board as President Elect and President

#### Responsibilities:

1. Attend all ICA Board meetings as full voting participant
2. Attend all ICA General meetings at ICA ClarinetFest®
3. Participate in Board discussions (live, internet, and via email) in order to provide transitional information and direction
4. Formulate an Officer Election Committee and appoint a chairperson for this committee by September 1 prior to the even-numbered year in which elections take place. Review the Bylaws (Article VIII, Section 1) for further information regarding the nomination procedure
5. Place election information in *The Clarinet* (March 1 deadline for June issue,) include bios and photos of nominees
6. Work with Executive Director of Operations to create online ballots for electronic distribution to the membership
7. Supervise the counting of completed election ballots by the Executive Director, email results to the Board of Directors, and make phone calls to all nominees within 24 hours of the election results being counted. Email editor of *The Clarinet* journal announcing the winners and vote tally. Deadline for journal, Aug. 1
8. Answer mail directed to ICA Past president
9. Maintain confidentiality
10. Participate in furthering ICA's objectives
11. Maintain files (Google Drive) to pass on to next Past President
12. Serve as ex-officio member of special and standing committees (except the Officer Election Committee), as assigned by the President, to ensure that all committees have an ex-officio member present
13. Perform other duties as requested by the President
14. Promptly respond to ICA Board emails within 48 hours