

## **TEDA Past President Time Line**

**NOTE: See “Flex Dates / Ongoing Items” at end of Time Line for ongoing items or items where dates may change as schedule requires.**

### **August**

- Work with the newly installed President on current issues, old business, and any unfinished business.
- Ask current President to include an agenda item for TEDA Board review and approval of nomination format.
- Present draft nomination format to TEDA Board asking for suggestions regarding nomination protocol for upcoming state officer candidates.
- Obtain suggestions from Board members regarding candidates for state officers.
- Obtain suggestions from Board members regarding candidates for the Hall of Honor.

### **September**

- Coordinate distribution of nomination format (e.g. posting to website, sending to chapters) (NOTE: date may vary according to date of Annual Conference and Board Officer nomination timelines).
- Coordinate distribution of Hall of Honor nomination format (e.g. posting to website, sending to chapters) (NOTE: date may vary according to date of Annual Conference and Hall of Honor nomination timelines). (See Hall of Honor Guidance document.)
- Coordinate distribution of Diagnostician of the Year (Chapter nomination/designation) nomination format (e.g. sending to all current Chapter members). (See Diagnostician of the Year Guidance document.)

### **October / November / December**

- Monitor nominations and follow-up on candidates for state officer positions.
- Close Hall of Honor nominations 90 days prior to the Annual Conference, review nominees per designated procedures, and present to the Board. (See Annual Conference date.)

### **January / February**

- Close officer nominations on December 31, review nominees, and prepare slate to present to the Board.
- Ask TEDA President to include an agenda item for appropriate TEDA Board meeting review and approval of slate of nominees for Board officer positions.
- Ask TEDA President to include an agenda item for appropriate TEDA Board meeting review and approval of Hall of Honor recipient (NOTE: depends on when “90 days prior to the Annual Conference” occurs).
- Distribute nominee information to general membership (e.g. post to TEDA website, publish in *DiaLog* as deemed appropriate).

### **March / April**

Work with TEDA President and website manager for online voting process regarding officer nominees.

Monitor the voting process with the website manager.

Notify appropriate personnel/family regarding Hall of Honor recipient to be presented at the annual conference (NOTE: depends on when “90 days prior to the Annual Conference” occurs).

Order/Secure the “award” for the Hall of Honor recipient (to be presented at the Annual Conference).

### **May / June**

Complete any unfinished items.

### **July**

Install new state officers for the upcoming year (as deemed appropriate by the Board).

Notify Treasurer IF officer pins are ordered for new officers.

Transfer any records/information, electronic files, timeline, or other resources to current President, President-Elect, and other Board officer(s) as appropriate (prior to the new fiscal year).

Provide electronic copy of updated officer timeline to Organizational Affairs Chairperson.

Rotate off the Board at the end of the TEDA fiscal year.

### **Flex Dates / Ongoing Items**

#### **Parliamentarian:**

Act as parliamentarian at all Board meetings.

Maintain a file of current Bylaws and Standing Rules (posted on TEDA website by Organizational Affairs Chairperson).

Serve as Organizational Affairs representative in absence of the Chairperson.

#### **Professional Journal (*DiaLog*) Publication:**

Communicate/Coordinate with the *DiaLog* Editor.

Verify publication and distribution of *DiaLog* (a minimum of two times a year).

#### **Website Liaison:**

Must have Board approval of all communication with general membership/population and posting on website prior to communication being sent out and/or posting on TEDA website.

Be the Board’s primary contact with webmaster.

Be the website liaison/contact. (See Website Guidance document.)

Organize the communication (and/or website posting) and dates regarding various sources such as the Diagnosticians’ Week Proclamation, TEDA trackers, Annual Conference information, minutes from the General Assembly meeting from the

prior year, state officer nomination process and material, Hall of Honor nomination documents, online voting, etc.  
Monitor the website discussion board for members.

**Annual Conference:**

Coordinate/Collaborate with the Annual Conference Committee Chairperson.  
Present the newly elected officers for the upcoming year at the Annual Conference (as deemed appropriate by the Board).  
Coordinate with the President regarding agenda item for the Hall of Honor recipient(s) and presentation at the annual conference. (See Hall of Honor Guidance document.)

**Nominating Committee Chairperson:**

Coordinate the Board officer nomination process for the upcoming year (as appropriate).  
Coordinate with the President regarding the call for state officer nominations for publication in the *DiaLog* (edition prior to the Annual Conference, if deemed appropriate by the Board).  
Present the Nominating Committee’s report to the Board at least 60 days prior to the election.  
Confirm that online voting is open for “Members-Only” voting.  
Confirm that a TEDA tracker has been sent to all members announcing the posting of state officer nominees and opening of online voting (follow designated date/dates for “officer nominations” and “closing of nominations”).  
Ensure that voting closes on the designated date.  
Coordinate with the President regarding voting results and preparing the announcement of results as appropriate.

**Social Media Accounts:**

Maintain TEDA social media accounts.

**Note:** All correspondence may be electronically completed.