



## Mandatory Training PAST PRESIDENT

**PAST PRESIDENTS – please answer the following questions:**

Who is the NEWH, Inc. President? \_\_\_\_\_

Name the person (and their position) on your board who you report to and go to for questions.

\_\_\_\_\_

Check the board members who have a vote on your board:

- President
- VP/Administration
- VP/Development
- Treasurer
- Secretary
- Executive Advisor
- Directors
- Chairs

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH within \_\_\_\_\_ days and accompanied by a receipt.

Is there a fee to use the chapter credit card? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Who do I contact to use the NEWH Chapter credit card for deposits and payments to vendors?

\_\_\_\_\_

The Past President should have clear understanding of procedural rules at meetings and serve as \_\_\_\_\_ of board meetings, be sure all persons are recognized by the \_\_\_\_\_ before speaking and take \_\_\_\_\_ in absence of the secretary.

As a Delegate, you must attend \_\_\_\_\_ (number) NEWH, Inc. Board meetings.

What positions are responsible for submitting your chapter board report for the NEWH, Inc. Board meetings?

\_\_\_\_\_

Delegate reimbursement for room expense is based on \_\_\_\_\_ occupancy with qualified board members.

How many terms can a person serve in one position continuously? \_\_\_\_\_

What type of membership can hold a voting position? \_\_\_\_\_

How many years can a person serve on the board? \_\_\_\_\_

Nominations open the month of \_\_\_\_\_ and the elected board is announced the end of (month) \_\_\_\_\_

Only one member can hold a board position. \_\_\_\_\_ True \_\_\_\_\_ False

**Thank you for serving!**

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Save this file as (lastname\_firstname) and email completed form to [erika.swansen@newh.org](mailto:erika.swansen@newh.org)