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## **TACME Board Member Duties – Immediate Past President**

### **General Duties:**

1. The Immediate Past President shall serve on the Board for one (1) year following the completion of the term of office of President.
2. The Immediate Past-President shall maintain current the TACME listserv.
3. The Immediate Past-President shall maintain current the TACME Board job descriptions.
4. The Immediate Past-President shall serve as Co-Chair of the annual Texas CME Conference.
5. When there is no President-Elect or if neither the President nor the President-Elect can serve, the Immediate Past President shall serve.
6. The Immediate Past-President shall attend a minimum of 50% of TACME Board meetings during each election cycle, to include at least one face-to-face meeting.

### **Procedures:**

1. All changes in membership for the TACME listserv (addition of new members or deletion of those who are no longer members) will be communicated to the President-Elect/Immediate Past President by the Secretary.
  - a. Login to <http://list.tacme.org/Login.aspx>. (Access is provided by Webmaster.)
  - b. Go to Domain Settings, Mailing Lists
  - c. Hover over the list you wish to update, Go to Actions, List Subscribers
  - d. If you wish to delete an entry, simple click delete on the right of the entry
  - e. If you wish to add an entry, click 'add addresses', then enter each address that you wish to add (1 per line).
  - f. Repeat the same process to update the particular region that the member is in.