***SOP: Past President***

1. **Title:** Past President
2. **Term of Office:** The Past-President must be a member in good standing of both National AALAS and the Mile High Branch AALAS, and is elected by the Mile High Branch AALAS membership. The Past-President will serve a one year term that begins on January 1st and ends on December 31st. The President-Elect, President, Past-President officers will be elected and serve for one year in each role consecutively, for a full term of three years.
3. **Duties:**
   1. All officers and board members will review the branch constitution, by-laws and SOP's during the first six months of their term, and make recommendations for amendments to the board if necessary.
   2. Attend branch meetings, including board of directors meetings and vote on issues brought before the board. The Past-President should make an effort to attend all branch meetings.
   3. Provide continuity to the Board.
   4. Serve as the information contact for the website.
   5. Assist in Special Projects as appointed by the President.
4. **Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. Board members should seek approval of the board prior to making any purchases with branch funds. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on April 14th, 2010**