

PAST PRESIDENTS' ADVISORY COMMITTEE

The Past Presidents' Advisory Committee attends a luncheon meeting hosted by AMTNYS at its Annual Meeting. The Committee selects a Chairperson. Although no specific number is designated for the Committee, the Chairperson should make an effort to include as many recent Past Presidents as possible. Both the incoming and outgoing Presidents should be invited to the meeting. The outgoing AMTNYS President will act as recorder for the breakfast meeting and will give a summary report to the Executive Board at its first meeting.

Committee Chairperson Responsibilities

1. Set an agenda for the luncheon meeting.
2. Let the Annual Meeting Coordinator know how many will attend.
3. Write all committee members prior to the Annual Meeting.
4. Send a summary of the meeting to all members of the committee.
5. Conduct the nomination and election procedures for the AMTNYS Distinguished Service Award (DSA).
6. Purchase a plaque and pin for the Awardee and have it engraved. The Committee Chairperson usually gives an introduction and presents the AMTNYS Distinguished Service Award at a function at the fall Annual Meeting.

Committee Responsibilities

1. Discuss long term concerns and goals of AMTNYS.
2. Refer recommendations for action to the Executive Board and/or the Assembly.
3. Be available to the Executive Board and the President who may seek advice on matters involving long range action.
4. Recommend to the Executive Board and/or the President suitable topics for position papers.
5. Act as a 'sounding board for new ideas or thoughts from the incoming President.
6. Select the annual recipient of the AMTNYS Distinguished Service Award.
7. Prepare an article for the **Newsletter** and/or the **Journal** about the AMTNYS Distinguished Service Award recipient.