



EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

Revised October 2016

INTRODUCTION

The following job descriptions have been developed to outline lines of responsibility. The Bylaws further outline officers' responsibility for attendance at Executive Committee meetings, elections, length of consecutive terms and membership with the American Society for Healthcare Human Resources Administration.

ELECTED OFFICERS

PRESIDENT

The president shall preside at all Association and Executive Committee meetings and shall direct the management of the Association.

1. The President will be held accountable for the responsible use of Association resources.
2. Responsible to promote adherence to the Association Bylaws.
3. Directs the management of the Association in meeting its mission, goals and objectives in a manner which exemplifies quality leadership.
4. Coordinates with Programs Director to present and/or assign introductions for program speakers.
5. As determined necessary by the Executive Committee, the President will work with the Treasurer to ensure an audit is performed of the Association's financial records.
6. Represents CHAHRM at ASHHRA's annual conference, funds permitting. Promotes membership in ASHHRA to the general membership.
7. Prepare letters/articles of interest for publication in the Association newsletter in a manner which supports the timely publication of the newsletter.
8. Identifies and develops relationships with other professional organizations.
9. Prepares the agenda before each meeting, tallies conference evaluation feedback, shares with Committee and provides suggestions for action based on member feedback.
10. Works with President-Elect to ensure that the highest score possible is achieved in ASHHRA's Chapter Management program for the year he or she serves as President.

PRESIDENT-ELECT

The President-Elect shall assume all duties of the President in the President's absence and shall become the President of the Association if for any reason the President relinquishes or is removed from office. The President-Elect shall serve as Chair of the Chapter Management Award Program Committee and be the official representative to the annual leadership conference of the American Society for Healthcare Human Resources Administration. All reasonable associated expenses will be reimbursed by the Colorado Healthcare Association for Human Resource Management.

1. Prepares and submits documentation to ASHHRA for the annual Chapter Management Award.
2. Funds permitting, the President-Elect shall attend the ASHHRA Leadership and Annual Conference and provide membership a summation of the event at the next CHAHRM general meeting.
3. Assists the President in identifying and developing relationships with other professional organizations.
4. Responsible for collecting and reporting on program evaluations for each program and suggestions gathered for future programs.
5. Identifies and takes advantage of opportunities to promote the Association.

TREASURER

1. The Treasurer will be one of the official signatories on all CHAHRM accounts.
2. Assures the mailing address of CHAHRM is current on all financial accounts and with the IRS. Preferably the mailing address should be that of the Treasurer, so he/she is assured of receiving all appropriate financial statements and notices regarding the organization.
3. Records all organization transactions in a financial management software program such as Quickbooks.
4. Responsible for preparing and presenting a financial report for all executive committee and general membership meetings that includes account balances and income and expenses.
5. Submits year-to-date financial reports to the Communications Director for publication in identified newsletters. Prepares Income and Expense Statements and Balance Sheets at the end of each fiscal year.
6. Responsible for managing funds in checking and savings accounts, or other investment vehicles as approved by the Executive Committee, including reconciling said accounts on a monthly basis.
7. Responsible for making timely deposits of funds received by the Association.
8. Responsible for acquiring and maintaining supporting documentation for Association expenses/transactions.
9. Schedules an audit of the books by an accountant at the end of each year and communicating the completion and results to the Executive Committee.
10. Assures that appropriate tax documents are filed with the IRS each year in a timely manner.
11. Analyzes the previous year financials and preparing a budget for each year.
12. Reconciles registrations and fees for programs and assure collection of monies due. Assures all conference participants pay the appropriate registration fee.
13. Responsible for assigning the association's credit cards to committee members when applicable, ensuring that they are used and returned as appropriate.

COMMUNICATIONS DIRECTOR

1. Evaluates, recommends, and develops attractive communications to support the professionalism and pride of the Association. Coordinates printing of communications through an appropriate source.
2. Distributes invitations and reminders about Association functions, as well as other CHAHRM communications, to appropriate member/prospective member/vendor e-mail lists.
3. In conjunction with the Membership Director and Treasurer, maintains the database with e-mail address lists of members, prospective members and vendors.
4. Responsible for coordinating, producing and distributing newsletters for the Association's membership. Director coordinates the receipt of articles for publication to include a report from each Executive Committee Member, summary of presentations at each conference, information regarding ASHHRA and upcoming CHAHRM conferences, and articles recognizing the achievements of regular members.
6. Takes and/or obtains photographs, as appropriate, for use in the newsletter and posting on CHAHRM's Facebook page.
7. Coordinates with the ASHHRA Relations Director to ensure distribution of newsletters to Region 8 chapter Presidents and the ASHHRA national office.

SECRETARY

The Secretary shall be responsible for the following:

1. Records minutes of regular Association and Executive Committee meetings and submits them to the Executive Committee for review and approval.
2. As needed, prepares and sends correspondence for the Association.
3. Reviews website monthly and make any updates necessary. May require coordination with other Executive Committee members.
4. Works with Website Administrator for complicated updates or to make site improvements.

IMMEDIATE PAST-PRESIDENT

The immediate Past-President is the member to most recently vacate the office of President and shall serve as ex-officio member of the Executive Committee and Chair of the Bylaws Committee.

1. Serves as a mentor and resource to the incoming President.
2. Coordinates review of the Association Bylaws and proposes changes for approval by the general membership.
3. Work with various committees and assist with contacting current and prospective members, promoting CHAHRM and encouraging their attendance.

APPOINTED EXECUTIVE COMMITTEE POSITIONS

PROGRAMS DIRECTOR(S)

The Programs Director shall be responsible for developing and coordinating quality programming to meet the needs of the membership, with input from the executive committee. There may be two Programs Directors; one primarily responsible for programs content and one primarily responsible for programs logistics and facility coordination.

1. Secures quality speakers to address topics of interest to the membership, with consideration of costs and by checking references of potential speakers. Proposed programs will be presented to the Executive Committee for approval.
2. Meet and/or discuss the presentation outline with the speaker in advance of the program to ensure quality of the presentation.
3. Coordinates with the facility where the program will occur, attending to details such as: scheduling conference rooms, date reserved , numbers confirmed, meals set, deposit made, final bill approved and sent to treasurer, AV needs set and reduced room rate for attendees.
4. Coordinates information for preparation of program announcements; review prepared announcement, verify for accuracy, and approve for distribution. They shall coordinate timely mailings to members and prospective members.
5. Prepares thank-you letters to meeting presenters for the President and Executive Committee to sign and sends.

MEMBERSHIP DIRECTOR

1. Develops a membership information packet to include application form, to be distributed to the membership or potential membership by the end of January. Oversees the accuracy and timeliness of membership listings and mailings.
2. Receives applications for membership, reviews the prospective member's application information for qualification, and submits the findings to the Treasurer and Communications Director. Adds new contacts to appropriate distributions lists in Constant Contact throughout the year in coordination with other Executive Committee members.
3. Develops programs/approaches, such as a new member orientation, to assist new members in feeling welcome and important to the Association.
4. Identifies and takes advantage of opportunities to provide membership information to guests in attendance at CHAHRM meetings/programs.
5. Develops new member listing to be submitted to Communications Director for publication.
6. Coordinates distribution of updates to the membership directory for renewal members and complete directory for new members.
7. Recommends membership dues for the upcoming year at the annual Fall Planning Session.
8. Develops nametags for members to wear at conferences.
9. Moves expired members to non-member contact list in Constant Contact once per year.

SURVEY & SCHOLARSHIPS COORDINATOR

The Survey & Scholarships Coordinator shall be responsible for facilitating member surveys and managing the annual scholarship program.

1. The Coordinator will ensure questions are vetted through the CHAHRM survey process. The surveying process is:
 - a. Request for survey comes to Survey Coordinator.
 - b. Survey Coordinator works with the requester to make sure the request is clear and sets timeframes for responses to come to requester and results to come to the Survey Coordinator.
 - c. Responses go to the requester and Survey Coordinator.
 - d. Survey requester compiles survey responses and delivers report to Survey Coordinator who posts the report on website in designated, members-only section.
2. At least annually, coordinates scholarship process intended to identify potential candidates qualified to receive the Allied Health and Human Resources scholarships.
 - a. Director reviews all applications and presents top candidates to the Executive Committee for review and approval.
 - b. Sends notices to both recipients and non-recipients advising of whether they have been awarded a scholarship.
 - c. Provides copies of scholarship correspondence to President-Elect to use for Chapter Management documentation.

BUSINESS PARTNER LIAISON

1. Facilitates communication between CHAHRM and all Business Partners. Ensures vendors and sponsors register via website to attend CHAHRM events and conferences.
2. Maintains database of previous, current and possible future Business Partners (contact name, phone, email, CHAHRM contact if applicable, past Business Partner participation, etc.). Reviews historic Business Partner information and proposes New Business Partner goals for year. Generates ideas on where to find leads, new leads, etc. (CHAHRM members, local newspapers, trade journals, HR Magazine, Monster, Careerbuilder, Hotjobs, etc.).
3. Generates Business Partner correspondence intended to create awareness, generate excitement and help brand CHAHRM.
4. Follows up with Business Partners after participation, including thank-you letters and compiling feedback.
5. Collects and track Business Partner fees submitted for participation in CHAHRM functions. Provide information to Communications Director for use in invitations and program agendas. Provide information to Treasurer, along with payments received.

LEGISLATIVE REPRESENTATIVE

The Legislative Representative shall be responsible for keeping the Executive Committee and membership abreast of legislative issues affecting the human resource management profession.

1. Tracks legislative issues at the state and federal levels of government, as well as other regulatory agencies as appropriate.

2. Responsible for preparing articles on legislative issues for the Association's newsletter in a manner which supports the timely publication of the newsletter.

CAREER STRATEGIES DIRECTOR

The Career Strategies Director shall be responsible for developing and coordinating a support services and networking program to meet the needs of the membership in seeking networking opportunities for both employed and unemployed members. In addition, the Career Strategies Director shall maintain the Chapter resume service.

1. Conducts informal meetings, as needed, for those interested in participation in the Support Group.
2. Publishes articles for the CHAHRM Newsletter and make announcements in at least two CHAHRM meetings during the course of the year, in order to communicate this program to CHAHRM's general membership.
3. Maintains a resume service.
4. Develops relationships with recruiters—both locally and nationally, enhancing assistance to membership.
5. Reports to the Executive Committee recommendations of how CHAHRM and its members can be of assistance. Advises the membership of websites related to recruiting and retention.