

Duties for all Board Members:

1. Determining the chapter's mission and purposes.
2. Supporting the chapter president and assessing their performance.
3. Ensuring effective organizational planning by actively participating in strategic planning.
4. Deploy adequate resources to chapter officers and committee chairs.
5. Managing chapter resources effectively.
6. Enhancing the chapter's public standing by meeting its members' needs and communicating with the local media.
7. Maintaining ethical and legal integrity and accountability for the funds and services provided for and by the chapter.
8. Attending board meetings as required by chapter bylaws.
9. Planning for future selection of directors/officers.
10. Ensuring that the chapter remains in good standing with ACHE by complying with any federal, state, or local requirements and fulfilling all ACHE contractual obligations.

President

Description: The president is the chief executive of an ACHE chapter and is responsible for calling and presiding at chapter board meetings and providing direction and coordination to other officers, chapter board members, and chapter members.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Previous board experience, previous director recommended
- Dedication to the chapter
- Communication, leadership, and organizational skills

Responsibilities:

1. Monitor the progress of chapter goals and objectives as outlined in the strategic plan.
2. Stay current with all new ACHE information and policies and coordinate the dissemination of this information to chapter members.
3. Serve as the primary spokesperson for the chapter within their community and as a liaison with ACHE.
4. Preside over all business meetings of the chapter and board of directors.
5. Conduct meetings, formulate ideas, and delegate responsibility.
6. Communicate effectively on all levels and seize any opportunity to positively represent the organization at meetings or social functions that would benefit the chapter and ACHE.
7. Uphold the chapter's policies and procedures for handling problems and addressing issues among chapter members.
8. Ensure that chapter events are reported to ACHE promptly and accurately and that financial statements are submitted to ACHE promptly. ACHE is notified about changes in the appointed and elected chapter leadership.
9. Prepare and communicate a chapter self-assessment, which reflects the chapter's status and identifies areas for improvement and growth.
10. Mentor and prepare the president-elect.
11. Write a "President's Message" in chapter newsletters.
12. Ensure all chapter policies and procedures are clear and communicated to all members.
13. Plan and work on the annual budget.
14. Serve as a full board voting member and advise various committees, as assigned.

Attendance Responsibilities:

1. Attend board meetings, chapter events
2. Attend National ACHE Chapter Leadership Conference

3. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. In conjunction with the board of directors, appoint all standing committees and designate their chairs
2. Serve as an advisor to the board of directors committees

Positives of the Position: Opportunity to build leadership skills by leading the chapter. Opportunity to network with other ACHE leaders around the country and build relationships that could last a lifetime. Opportunity to work with your fellow board members to ensure future growth and success of this chapter.

President-Elect

Description: The president-elect generally assists and fills in for the president, as needed, while preparing to serve as president. This position will ensure a smooth leadership transition as the future president gains experience in leadership roles before becoming president.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Previous board experience, previous director recommended
- Dedication to the chapter
- Communication, leadership, and organizational skills

Responsibilities

1. Assume the president's office at the expiration of the president's term or earlier if the office becomes vacant for any reason (based on chapter bylaws).
2. Seek new ACHE members.
3. Lead the development or renewal of the chapter's multi-year plan.
4. Serve as a full board voting member and advise various committees, as assigned.
5. Conduct meetings, formulate ideas, and delegate responsibility.
6. Communicate effectively on all levels and seize any opportunity to positively represent the organization at meetings or social functions that would benefit the chapter and ACHE.
7. Work closely with the current president throughout the year in preparation for the chapter presidency.

Attendance Responsibilities:

1. Attend board meetings, chapter events
2. Attend National ACHE Chapter Leadership Conference in the president's place, if necessary
3. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Serve as chair of the Strategic Planning Committee
2. Serve as the board of directors advisor to assigned committees

Positives of the Position: Opportunity to learn the ropes of the presidency for a year.

Immediate Past President

Description: Immediate past presidents are sometimes retained on the chapter board as officers to provide continuity. The past president is generally the most knowledgeable leader an organization has. That individual can provide answers as to why certain decisions were made or policies adopted and offer counsel to the new president as needed.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE Member
- Prior service as president of the board of directors
- Dedication to the chapter
- Communication, leadership, and organizational skills

Responsibilities

1. Serve as a full voting director on the board and advise various committees, as assigned.
2. Serve in an advisory capacity on other committees and perform duties as delegated by the president or board of directors.
3. Remain on the board of directors in an advisory capacity for new directors.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Positives of the Position: Opportunity to mentor new ACHE board members

Treasurer

Description: The treasurer acts as the chief financial officer of the chapter and manages all the cash, bank accounts, and financial records for the chapter. This includes recording and depositing program fees, issuing and signing checks for approved expenses and obtaining the signature of a co-signer, preparing regular financial reports, filing any reports required by federal or state government, ensuring that annual budgets are prepared and monitored, and obtaining audits, as required.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Previous board experience, previous director/committee member recommended
- Organizational skills
- Familiarity with accounting processes
- Budget development and financial management skills

Responsibilities

1. Maintain accurate records of the chapter's financial status.
2. Deposit all money received by the chapter in the chapters' accounts, including the dues rebate check from ACHE.
3. Pay all bills approved by the chapter's board of directors.
4. Review the financial status of previous years while drafting the annual budget.
5. Audit or review records annually and upon departure from the office
6. Provide a detailed report of fiscal accounts and contacts to be forwarded to the next treasurer.
7. Work with committees to identify sources of revenue.
8. Submit quarterly and annual financial reports to the board of directors for review.
9. Help prepare an annual budget.
10. Serve as a full voting director of the board and advise various committees, as assigned.
11. Establish a chapter checking account and obtain pertinent signature cards and resolutions in the appropriate institution per chapter policy.
12. Assure that all receipts and disbursements are recorded consistently with the appropriate accounting conventions currently in practice.
13. Assure that the treasurer is appropriately bonded.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Serve as chair of the Finance Committee
2. Serve on the corporate sponsor committee

Positives of the Position: Opportunity to build financial acumen and assist the chapter in maintaining financial viability.

Secretary

Description: The secretary is the officer who maintains the records and rosters for an organization. Duties generally include taking minutes at regular and special chapter board meetings, sending out meeting notices and agendas accompanied by minutes - preferably two weeks in advance of chapter board meetings - and maintaining an official board book binder of all documents relating to official meetings (meetings notices, agendas, minutes, any material given to board members, treasurer's report, committee reports, program reports, etc.).

Term: Two (2) Years

Requirements to Hold Office:

- Must be an ACHE member
- Previous board experience, previous director/committee member recommended
- Organizational, time management, and administrative skills

Responsibilities

1. Record minutes of all chapter meetings and mail copies of minutes to the board of directors within two weeks of each meeting.
2. Maintain an ongoing record of minutes and other official chapter documents and convey these records to their successor.
3. Responsible for all official chapter communication to chapter members, i.e., notification of upcoming events, changes in bylaws, new officers, newsletters, etc.
4. Assist the president-elect with elections as per the chapter bylaws.
5. Serve as a full voting director of the board and advise various committees, as assigned.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Serve as the board of directors advisor to assigned committees

Positives of the Position: This is a great starting position on the board of directors. This position allows for the opportunity for those individuals that are organized an opportunity to utilize those talents.

Director

Description: The director is a full-voting member of the board. This individual participates in the board meeting and guides ongoing chapter business needs and events

Term: Two (2) Years

Requirements to Hold Office:

- Must be an ACHE member
- Dedication to the chapter

Responsibilities

1. Seek new ACHE members.
2. Participate in developing or renewing the chapter's multi-year plan.
3. Serve as a full voting member of the board and advise various committees, as assigned.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Serve as the board of directors advisor to assigned committees

Positives of the Position: This is a great starting position on the board of directors. This position allows for the opportunity to gain experience on a professional association board and gain experience in multiple areas.

Physician/Military/Student Liaison

Description: These are three positions that are full-voting board members. This individual participates in the board meeting and provides guidance for ongoing chapter business needs and events, and provides context for their represented professional members

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Dedication to the chapter

Responsibilities

1. Seek new ACHE members.
2. Participate in developing or renewing the chapter's multi-year plan.
3. Provides guidance to the board regarding the needs and interests of the represented professionals.
4. Serve as a full voting member of the board and advise various committees, as assigned.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Serve as the board of directors advisor to assigned committees

Positives of the Position: This is a great starting position on the board of directors. This position allows for the opportunity to gain experience on a professional association board and gain experience in multiple areas.

Education Committee Chair

Description: Collaborate with the board to create an educational program for the ACHE chapter throughout the year. This would include a variety of Face-to-Face, Qualified Education Credits and Choice Program as allowed by the National ACHE organization.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Dedication to the chapter
- Organizational, time management, and administrative skills

Responsibilities

1. Develop the chapter's education programs and identify critical issues/topics to be addressed.
2. Select, invite, and follow up with faculty to ensure their participation.
3. Research sites for events and follows through on all the contractual obligations with the site at which the program will be held.
4. Arrange and call all meetings of the committee members.
5. Create and communicate a budget for the Education Committee.
6. Coordinate with various committee members/volunteers to complete assigned tasks successfully.
7. Coordinate education needs survey of the chapter.
8. Keep a record of all events to report to ACHE and for chapter records.
9. Create promotional pieces to publicize event and registration forms.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Chair the education committee
2. Coordinate with the committee chairs, as needed

Positives of the Position: This is a great starting position on the board of directors. This position allows for the opportunity to gain experience on a professional association board and gain experience in multiple areas.

Membership Chair

Description: The Membership/Advancement Committee Chair provides leadership to the chapter board and membership committee in developing member recruitment and retention activities, setting annual membership goals, and evaluating member satisfaction.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Dedication to the chapter
- Organizational, time management, and administrative skills

Responsibilities

1. Promote the chapter and ACHE to area healthcare executives. Send out applications and follow up.
2. Promote and market ACHE membership among nonmembers throughout the chapter's geographic area.
3. Promote the FACHE credential to chapter members.
4. Work with the Education Program chair to develop programs to attract new members.
5. Send a welcome email to new members and plan the new member breakfast program.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Chair the Membership committee
2. Coordinate with the committee chairs, as needed
3. Set goals and develop membership growth and advancement in conjunction with the membership/advancement committee

Positives of the Position: This is a great starting position on the board of directors. This position allows for the opportunity to gain experience on a professional association board and gain experience in multiple areas.

Communications Chair

Description: The Communication Committee Chair provides a plan for communication of the chapter activities to the members. Other duties include recruiting contributors to the quarterly newsletter and creating the registration sites for chapter events.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Dedication to the chapter
- Organizational, time management, and administrative skills

Responsibilities

1. Work with committees to create a registration site for chapter events and send out event notifications as requested by committees.
2. Recruit chapter members to write articles for the quarterly newsletter that meet the requirements of national ACHE membership
3. Compile and publish the quarterly newsletter.
4. Maintain content on the chapter website.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Chair the Communication Committee
2. Coordinate with the committee chairs, as needed

Positives of the Position: This is a great starting position on the board of directors. This position allows for the opportunity to gain experience on a professional association board and gain experience in multiple areas.

Diversity, Equity, Inclusion (DEI) Chair

Description: The DEI Committee Chair provides opportunities to expand DEI within the chapter activities to the members. Other duties include recruiting contributors to the newsletter and leading the annual membership survey.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Dedication to the chapter and addressing diversity, equity, and inclusion within the chapter.
- Organizational, time management, and administrative skills

Responsibilities

1. Work with committees to increase DEI on the board and within chapter events.
2. Lead the annual membership demographic report, present analysis, and discuss how to increase diversity.
3. Recruit chapter members to write articles for the quarterly newsletter that meet the requirements of national ACHE membership

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Chair the DEI committee
2. Coordinate with the committee chairs, as needed

Positives of the Position: This position allows for the opportunity to gain experience on a professional association board and expertise in DEI and how it relates to and improves professional associations.

Sponsorship Chair

Description: The Sponsorship Committee Chair recruits local vendors to provide funds for future chapter events. Other duties include updating the PowerPoint slide and poster used for events as new sponsors are added.

Term: One (1) Year

Requirements to Hold Office:

- Must be an ACHE member
- Dedication to the chapter
- Organizational, time management, and administrative skills

Responsibilities

1. Work with committees, and other members, to recruit potential vendors that may be interested in sponsorship.
2. Update necessary information with the board to track and recognize the sponsors' contributions appropriately.

Attendance Responsibilities

1. Attend all board meetings and chapter events
2. Miss no more than two board of directors' meetings annually

Committee Responsibilities

1. Chair the Sponsorship committee
2. Coordinate with the committee chairs, as needed

Positives of the Position: This is a great starting position on the board of directors. This position allows for the opportunity to gain experience on a professional association board and gain experience in multiple areas.