



222 S. Westmonte Dr., Ste. 111 ❖ Altamonte Spring, FL 32714 ❖ Ph: (407) 774-7880 ❖ Fax: (407) 774-6440

Roles and Responsibilities of Board Members

Officers

President

The President shall serve as the spokesperson and Chief Elected Officer of the Association. As CEO, the President is the contracting officer for the Association. The President shall serve as chairperson of the Association and preside at all general membership, Executive Committee and Board of Directors meetings. While presiding at meetings or representing the Association at internal or external events, the President shall communicate suggestions that may, in the President's opinion, promote the welfare and increase the usefulness of the Association. Subject to the approval of the Board of Directors, the President shall administer the affairs of the Association and perform all duties appropriate to the office including those assigned by the Board of Directors and bylaws.

President-Elect

The President-Elect shall assume the duties of the President in the President's absence. The President-Elect shall also perform such executive responsibilities as delegated by the President. The President-Elect shall serve as liaisons to teams as requested by the President. The President-Elect shall support and collaborate with the Membership Director and/or Membership Team, and coordinate the volunteer recognition and award program. The President-Elect shall also be in charge of the association's funds and records working in conjunction with the management firm. The President-Elect shall report on the financial condition of NAHCR at all meetings of the Board of Directors and at other times when called upon by the President.

Knowledge, skills and abilities: Served recently on NAHCR board, ideally as an officer of NAHCR or other nonprofit board, strong communication and leadership/management skills, excellent presentation skills, meeting facilitation skills, be a strategic thinker focusing on the "big picture," CHCR required

Immediate Past President

The Immediate Past President shall assume appropriate responsibilities as delegated by the President, including but not limited to coordinating (in conjunction with the Chapter Engagement Director) the Chapter Presidents' Council and activities; serving as the Nominations Task Force Chair and, as such, overseeing the nominations and elections process; serving as a mentor to new Board members; and facilitating other projects as necessary to move the association forward. The Immediate Past President is a non-voting member of the Board of Directors.



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Executive Committee

The Executive Committee consists of the President, Immediate Past President, and the President-Elect. The President shall act as Chairperson of the Executive Committee. The Executive Committee meets at the discretion of the President and is authorized to act on behalf of the full board between board meetings. The Executive Committee works with the Executive Director to prepare and present NAHCR's annual budget to the Board for approval ensuring that programs funded are in line with NAHCR's strategic plan. Additionally, the Executive Committee shall be responsible for evaluating the financial implications and potential of new programs and services in conjunction with Headquarters staff. The Executive Committee should identify and explore new revenue streams that align with the strategic objectives in conjunction with management staff as well as reduction of expenses (cost containment opportunities).

Directors

Chapter Engagement Director

The Chapter Engagement Director shall be responsible for communication to and from the regions. The Chapter Engagement Director will also be responsible for support in establishing new chapters, chapter development and serve as a liaison and resource for chapters. The Chapter Engagement Director shall maintain relationships with chapter presidents and lead the communications and other activities with the Chapter Presidents. The Chapter Engagement Director shall serve in any other capacity as delegated by the President.

Knowledge, skills and abilities: Excellent communications skills, experience on local chapter board, experience in guiding and mentoring, preferred service as a Chapter President or service on other nonprofit board CHCR preferred

Communications Director

The Communications Director, in conjunction with staff and the Communications Team, is responsible for communications, both internal and external, for all of NAHCR's programs, products and services, such as

- Developing and implementing an effective, comprehensive communications and marketing plan for all NAHCR programs and services
- Developing and distributing Directions, NAHCR's quarterly newsletter
- Coordinating the distribution of the NAHCR News, NAHCR's biweekly news digest
- Soliciting trends in health care recruitment for social media postings
- Maintaining the website and
- Developing and implementing a public relations and marketing campaign to further NAHCR's strategic goals and objectives.



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The Communications Director will serve as the Board liaison and shall be responsible for communication to and from, and coordination with, staff and the Team, including securing a team chair.

Knowledge, skills and abilities: Excellent communications skills, marketing knowledge and/or expertise, service on NAHCR or another nonprofit board, knowledge and experience with all communication delivery tools, CHCR preferred

Education Director

The Education Director, in conjunction with staff and the Education Team, is responsible for all NAHCR educational products and services, such as

- Developing a comprehensive educational program for all levels and categories of membership keeping in line with the strategic plan and
- Ensuring that the credentialing examination and recertification requirements are appropriate for the profession and in adherence with best practices.

The Education Director will serve as the Board liaison and shall be responsible for communication to and from, and coordination with, staff and the Team, including securing a team chair. The Education Director shall serve in any other capacity as delegated by the President.

Knowledge, skills and abilities: Experience with conference planning or education program development preferred, service on another nonprofit board, CHCR or CHCR eligible with achievement of certification within one year.

Membership Director

The Membership Director, in conjunction with staff and the Membership Team, is responsible for all NAHCR membership recruitment and retention activities, such as

- Developing marketing plans to recruit new members
- Drafting and developing effective membership marketing pieces
- Developing and implementing new member on-boarding programs
- Developing and implementing strategic membership renewal campaigns.

The Membership Director will serve as the Board liaison to the Membership Team and shall be responsible for communication to and from, and coordination with, staff and the Team, including securing a team chair. The Membership Director shall serve in any other capacity as delegated by the President.

Knowledge, skills and abilities: Excellent communication skills, strong relationship building skills, preferred experience on NAHCR membership team or NAHCR board, CHCR preferred



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Vendor Member-at-Large

The Vendor Member-at-Large is a nonvoting director position. The Vendor Member-at-Large is to serve in an advisory capacity to help the Board keep abreast of changes in the environment and profession and develop strategies to help address business or industry challenges. The individual in this position will objectively represent the vendor members with the Board and help engage and increase vendor membership, as well as facilitate vendor member participation with teams, programs and services. He or she will also help bring forth new ideas to improve the exposition hall and marketing of the conference. The Vendor Member-at-Large may be assigned to serve as Board liaison to appointed teams or as the President requires.

Knowledge, skills and abilities: Member for at least three years, good rapport with other institutional members, excellent communication skills