



Sample - compliments of the Colorado Healthcare Association for Human Resource Management

28. Chapter Leader Position Descriptions

- Develop or maintain position descriptions for chapter leaders.

Documentation Required: Submit copies and/or documentation to substantiate completion.



EXECUTIVE COMMITTEE

POSITION DESCRIPTIONS & PERFORMANCE STANDARDS

July 2008

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INTRODUCTION

The basis for the following job descriptions for officers is the Bylaws of the organization. Other executive committee position descriptions have been developed to further clarify lines of responsibility. Please refer to the Bylaws for other information regarding officers' attendance at Executive Committee meetings, elections, length of consecutive terms and membership in the American Society for Healthcare Human Resources Administration. Basic performance standards have been developed to ensure continuity in the quality of administration by the executive committee. These job descriptions and performance standards should be reviewed annually to meet the needs of the organization.

ELECTED OFFICERS

PRESIDENT

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

Standards

1. The President will be held accountable for the responsible use of Association resources.
2. The President is responsible to promote adherence to the Association Bylaws.
3. The President directs the management of the Association in meeting its mission, goals and objectives in a manner which exemplifies quality leadership.
4. The President will request an audit of the Association's Financial records for the previous year in the first quarter of the term year.
5. The President will represent CHAHRM at ASHHRA's annual conference, funds permitting.
6. The President shall promote membership in ASHHRA to the general membership.
7. The President shall prepare letters/articles of interest for publication in the Association newsletter in a manner which supports the timely publication of the newsletter.
8. The President shall identify and develop relationships with other professional organizations.
9. The President shall prepare the agenda before each meeting.
10. The President shall ensure that the highest score possible is achieved in ASHHRA's Chapter Management program for the year he or she serves as President.

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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. The President-Elect shall be the official representative to the annual leadership conference of the American Society for Healthcare Human Resources Administration, funds permitting. All reasonable associated expenses will be reimbursed by the Colorado Healthcare Association for Human Resource Management.

Standards

1. The President-Elect is responsible to coordinate the preparation and submission of the Chapter Management Award to ASHHRA.
2. The President-Elect is responsible to begin program planning and other preparations for the upcoming year as President.
3. Funds permitting, the President-Elect shall attend the ASHHRA leadership conference if offered, or the ASHHRA annual conference if it is not offered, and provide membership a summation of the event at the next CHAHRM general meeting occurring after the conference.
4. The President-Elect shall assist the President in identifying and developing relationships with other professional organizations.
5. The President-Elect shall identify and take advantage of opportunities to promote the Association.

SECRETARY

The Secretary, third in line to the President, shall be responsible for maintaining the minutes of regular Association and Executive Committee meetings.

Standards

1. Minutes of regular Association and Executive Committee meetings shall be prepared and submitted to the President prior to the next meeting.
2. The Secretary coordinates or appoints a designee to maintain adequate supplies of stationery and envelopes for the Association.
3. The Secretary prepares and sends correspondence for the Association, including thank-you letters to meeting presenters and event sponsors.

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TREASURER

The Treasurer, fourth in line to the President, shall be responsible for all financial transactions of the Association and shall submit quarterly financial reports to the members along with an annual budget for the upcoming year.

Standards

1. The Treasurer is responsible for preparing and presenting a financial report for each executive committee meeting for the previous month's activity. Quarterly financial statements will be submitted to the Newsletter Editor for publication in the newsletter.
2. The Treasurer is responsible for managing funds in savings accounts, certificates of deposit or other investment vehicles as approved by the Executive Committee.
3. The Treasurer may be called upon to provide an analysis of the Association's financial status by the President.
4. The Treasurer is expected to reconcile the Association's checking account, savings account, certificates of deposit and/or other financial accounts.
5. The Treasurer is responsible for making timely deposits of funds received by the Association.
6. The Treasurer is responsible for acquiring supporting documentation for Association expenses/transactions.
7. The Treasurer is responsible for scheduling an audit of the books at the end of the year and communicating the completion to the Executive Committee.
8. The Treasurer is responsible for analyzing the previous year financials and preparing a budget for the next year.
9. The Treasurer will and will manage the program registration process, receive registrations and fees for programs, and prepare a registrant listing.
10. The Treasurer will conduct registration verification to the registrant listing in advance of each program, and process late registrants as appropriate.
11. The Treasurer will prepare name tags for each meeting.

IMMEDIATE PAST-PRESIDENT.

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

Standards

1. The immediate Past-President will coordinate review of the Association Bylaws and draft and propose changes for approval by the general membership by the third quarter of year as Past-President.
2. The immediate Past-President will work with various committees, as the President deems appropriate.

APPOINTED EXECUTIVE COMMITTEE POSITIONS

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.

Standards

1. Legislative Representative shall track legislative issues at the state and federal levels of government, as well as other regulatory agencies as appropriate.
2. The Legislative Representative is responsible for preparing articles on legislative issues for the Association's newsletter in a manner which supports the timely publication of the newsletter.
3. The Legislative Representative is responsible to provide education to the membership about the legislative process and facilitate the appropriate response of the membership to the legislative concerns.

PROGRAMS DIRECTOR

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.

Standards

1. The Programs Director shall secure 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. The Programs Director shall meet and/or discuss the presentation outline with the speaker in advance of the program to ensure quality of the presentation.
3. The Programs Director shall coordinate 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. The Programs Director shall coordinate 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. The Programs Director is responsible for developing, distributing, collecting and reporting on program evaluations for each program, to include solicitation of future program suggestions.
6. The Programs Director shall work with the Vendor/Sponsor Liaison to solicit vendor support to sponsor events.
7. The Programs Director shall develop at least two opportunities for a general membership meeting within the programming for the year.
8. The Programs Director shall prepare and present introductions for program speakers.

MEMBERSHIP DIRECTOR

The Membership Director shall be responsible for developing resources, materials and programs to attract and retain membership in the Association.

Standards

1. The Membership Director shall develop a membership information packet to include application form, to be distributed to the membership or potential membership by the end of January.
2. The Membership Director is responsible to oversee the accuracy and timeliness of membership listings and mailings.
3. The Membership Director receives applications for membership, reviews the prospective member's application information for qualification and submits the findings to the Executive Committee for review. The Membership Director forwards application fees from approved members to the Treasurer for timely deposit.
4. The Membership Director shall develop programs/approaches, such as a new member orientation, to assist new members in feeling welcome and important to the Association.
5. The Membership Director shall introduce all new members to others.
6. The Membership Director identifies and takes advantage of opportunities to provide membership information to guests in attendance at CHAHRM meetings/programs.
7. The Membership Director develops new member listing to be submitted to Newsletter Editor for publication.
8. The Membership Director coordinates distribution of updates to the membership directory for renewal members and complete directory for new members.
9. The Membership Director recommends membership dues for the upcoming year at the annual Fall Planning Session.
10. Using an outline format, the Membership Director shall write and prepare articles for the Association's quarterly newsletters to "spotlight" new members.

COMMUNICATIONS DIRECTOR

The Communications Director shall be responsible for communicating with members.

Standards

1. The Communications Director shall develop attractive communications to support the professionalism and pride of the Association.
2. The Communications Director shall evaluate and recommend format and style for all communications.
3. The Communications Director shall coordinate printing of communications through an appropriate source.
4. The Communications Director is responsible for maintaining an e-mail address list of members, prospective members and vendors.
5. The Communication Director shall distribute invitations to Association functions to member/prospective member e-mail list.
6. The Communications Director shall assist Executive Committee members, as necessary, to communicate with members and prospective members.

NEWSLETTER EDITOR

The Newsletter Editor is responsible for coordinating the timely publication of the Association's newsletter to the membership.

Standards

1. The Newsletter Editor is responsible for producing a quarterly newsletter for the Association's membership. He/she shall coordinate the receipt of articles for publication from the Executive Committee.
2. The Newsletter Editor shall obtain articles summarizing recent and upcoming programs for the newsletter in a manner which supports the timely publication of the newsletter. Program evaluations should be utilized to report on reviews by the membership.
3. The Newsletter Editor shall ensure that articles recognizing the achievements of regular members (i.e., articles published, contributions to the member's employer, contributions to the Association, etc.) are included in the newsletter.
4. The Newsletter Editor shall obtain photographs, as appropriate, for use in the newsletter.
5. The Newsletter Editor shall identify articles of potential interest and solicit authors.
6. The Newsletter Editor shall ensure the quality, warmth and professionalism of the newsletter.
7. The Newsletter Editor shall coordinate distribution of the newsletter to the membership e-mail distribution list.
8. The Newsletter Editor shall ensure distribution of newsletters to Region 8 chapter Presidents and the ASHHRA national office.

SURVEY COORDINATOR

The Survey Coordinator shall be responsible for facilitating member surveys.

Standards

1. The Survey Coordinator shall assist members with distribution of networking requests via the member/prospective member e-mail list. A condition of requesting surveys is the requester must compile and deliver results to Survey Coordinator. The surveying process is:
 - a) Request for survey comes to Survey Coordinator or Communications Director. (Communications Director forwards request to Survey Coordinator, as necessary.)
 - 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) Survey Coordinator sends the survey to Communications Director, including timeframes, ready for distribution.
 - d) Responses go to the requester.
 - e) Requester sends compiled results report to Survey Coordinator. Survey Coordinator follows up with requester if results not received.
 - f) Survey Coordinator posts results report on website in designated, members-only section.

WEBSITE ADMINISTRATOR

The Website Administrator shall be responsible for updating CHAHRM's website with new events, links, membership information, etc.

Standards

1. Review website monthly and make any updates necessary. May require coordination with other Executive Committee members.
2. Work with Website Advisor for complicated updates or to make site improvements.

WEBSITE ADVISOR

The Website Advisor shall be responsible for assisting with website administration and informing the Executive Committee of best practices related to association websites.

Standards

1. Notify Executive Committee of opportunities for improving the website.
2. Work with Website Administrator to make complicated updates or to make site improvements.

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.

Standards

1. The Career Strategies Director will conduct informal meetings, as needed, for those interested in participation in the Support Group.
2. The Career Strategies Director will publish 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. The Career Strategies Director will maintain a resume service.
4. The Career Strategies Director will evaluate the merits of this program to the Executive Committee during the last quarter of each year.
5. The Career Strategies Director will develop relationships with recruiters—both locally and nationally, enhancing assistance to membership.
6. The Career Strategies Director will advise the membership of Web sites related to recruiting and retention.
7. The Career Strategies Director will report to the Executive Committee with recommendations of how CHAHRM and its members can be of assistance.

SCHOLARSHIP & PROFESSIONAL DEVELOPMENT DIRECTOR

The Scholarship Director shall be responsible for the promotion of the scholarship program on an ongoing basis.

Standards

1. The Scholarship Director will make recommendations as to what professional career should be the recipient of the scholarship each year. This recommendation should be made by the end of the first quarter of the calendar year.
2. The Scholarship Director will seek out the names and backgrounds of five highly recommended potential recipients and present each of those to the Executive Committee.
3. The Scholarship Director will evaluate and report to the Executive Committee the merits of continuing a scholarship program.

ASHHRA RELATIONS DIRECTOR

The ASHHRA Relations Director promotes an understanding of, and interest in, ASHHRA related activities. This individual shall give input to the Executive Committee about ASHHRA as needed.

Standards

1. The ASHHRA Relations Director shall provide information to the membership about ASHHRA and promote interest in membership in ASHHRA.
2. The ASHHRA Relations Director shall provide information or articles for publication in the organization's newsletter about ASHHRA related activities, to include an announcement and summation of the annual conference.
3. The ASHHRA Relations Director shall prepare and submit the Chapter President's Award nomination and other appropriate individual recognition award nominations to ASHHRA as deemed appropriate by the Executive Committee.
4. The ASHHRA Relations Director shall present the interests and needs of CHAHRM and its membership to the Region 8 Board Representative for presentation to ASHHRA.

LIAISON COORDINATOR

The Liaison Coordinator shall be responsible for coordinating the activities of the Metro Denver, North, South, East and West Region Representatives.

Standards

1. The Liaison Coordinator shall communicate with the Regional Representatives, prior to each CHAHRM conference, in order to initiate their calling of members and prospective members to attend the upcoming conference.
2. The Liaison Coordinator shall coordinate with the Membership Director to implement a yearly membership drive to encourage new member applications.
3. The Liaison Coordinator may choose to produce a Liaison Newsletter (using template provided) to update current Representatives and introduce new Representatives.

METRO DENVER, NORTH, SOUTH, EAST AND WEST REGION REPRESENTATIVE

The Metro Denver, North, South, East, and West Region Representatives assist in promoting the needs of members in their respective regions. They shall assist in coordinating any program to be held in their region.

Standards

1. The Metro Denver, North, South, East, and West Region Representatives will coordinate the location for a program to be held in their region. This shall be done in coordination with the Program and Promotions Committee.
2. The Metro Denver, North, South, East, and West Regions Representatives shall represent the needs of the Association's membership in their region to the Executive Committee. The

Region Representatives may convene meetings of the membership in their regions, to assist in their roles. Executive Committee members shall make every effort to attend these meetings. Minutes of such meetings must be submitted to the Executive Committee.

VENDOR/SPONSOR LIAISON

The Vendor/Sponsor Liaison assists in promoting CHAHRM to vendors, sponsors and exhibitors, and encouraging participation in CHAHRM events.

Standards

1. Facilitate communication between CHAHRM and all vendors/sponsors.
2. Maintain database of previous, current and possible future vendors/sponsors.
 - a. Include contact name, phone, email, CHAHRM contact if applicable, past vendor/sponsor participation
3. Review historic vendor/sponsor information and set goals for year.
 - a. Monetary goals
 - b. New vendor/sponsor goals
4. Generate vendor/sponsor correspondence/create awareness/generate excitement/help brand CHAHRM.
 - a. Print
 - b. Email
 - c. Web
 - d. Word of Mouth

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5. Review current vendor/sponsor opportunities, collaborate with CHAHRM board on new ideas:
 - a. Sponsor a speaker
 - b. Logo on website with hyperlink
 - c. Sponsored email updates to members
6. Follow up with vendors after participation, compile feedback.
7. New vendors/sponsors – generate ideas on where to find leads, new leads, etc.
 - a. CHAHRM members
 - b. Local Newspapers
 - c. Trade Journals - HR Magazine
 - d. Monster/Careerbuilder/Hotjobs
8. Collect and track vendor/sponsor 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.