



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

30. Chapter Leadership Succession Planning

- Implement or maintain a succession plan to identify potential and future 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.

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.

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.