

Addendum to By-Laws Section V – Duties of Officers (adopted by unanimous vote in MHCE Board Meeting 4/16/2015)

President

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, members of the chapter board and members of the chapter.

Responsibilities

- Monitor the progress of chapter goals and objectives as set forth in the strategic plan.
- Stay current with all new ACHE information and policies and coordinate the dissemination of this information to chapter members.
- Serve as the primary spokesperson for the chapter within their community and as a liaison with ACHE.
- Preside over all business meetings of chapter and board of directors.
- Conduct meetings, formulate ideas, and delegate responsibility.
- 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.
- Uphold the chapter's policies and procedures handling problems, and address issues among chapter members.
- Ensure that chapter events are reported to ACHE on a timely and accurate basis, financial statements are submitted to ACHE on a timely basis, and that ACHE is notified about changes in the appointed and elected chapter leadership.
- Prepare and communicate a chapter self-assessment, which reflects the chapter's current status and identifies areas for improvement and growth.
- Mentor and prepare the president-elect.
- Write a "President's Message" in chapter newsletters.
- Ensure all chapter policies and procedures are clear and communicated to all members.
- Plan and work on the annual budget.
- Serve as a full voting member of the board and advise various committees, as assigned.

Qualifications

- Must be an ACHE member

- Previous board experience
- Dedication to the chapter
- Communication, leadership, and organizational skills

Term of Office

One (1) Year

Attendance Responsibilities

- Attend ACHE Chapter Leadership Conference Attend all chapter meetings
- Miss no more than 1 board of directors meetings annually

Committee Responsibilities

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

Vice President

The Vice President generally assists and fills in for the president, as needed.

Responsibilities

- Assume the office of president if the office becomes vacant for any reason (based on chapter bylaws).
- Seek new ACHE members.
- Lead the development or renewal of the chapter multi-year plan.
- Serve as a full voting member of the board and advise various committees, as assigned.
- Conduct meetings, formulate ideas, and delegate responsibility.
- 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.
- Work closely with current president throughout the year

Qualifications

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

Term of Office

One (1) Year

Attendance Responsibilities

- Attend ACHE Chapter Leadership Conference in the president's place, if necessary
- Attend all chapter meetings
- Miss no more than 1 board of directors meetings annually

Committee Responsibilities

- Serve as chair of the Strategic Planning Committee
- Serve as the board of directors' advisor to assigned committees

Treasurer

The treasurer acts as the chief financial officer of the chapter and manages all of 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.

Responsibilities

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

Qualifications

- Organizational skills
- Familiarity with accounting processes
- Budget development and financial management skills
- ACHE member

Term of Office

One (1) year

Attendance Responsibilities

- Attend all chapter meetings
- Miss no more than 1 board of directors meetings annually

Committee Responsibilities

- Serve as chair of the Finance Committee
- Serve on the corporate sponsor committee

Secretary

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.).

Responsibilities

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

Qualifications

- Organizational, time management, and administrative skills
- ACHE member

Term of Office

One (1) year

Attendance Responsibilities

- Attend all chapter meetings
- Miss no more than 1 board of directors meetings annually

Committee Responsibilities

Serve as the board of directors' advisor to assigned committees

Educational Program Chair

Please note that additional guidance and descriptions of duties are provided in ACHE's Educational Program Planning Manual.

Responsibilities

- Develop the education programs of the chapter and identify key issues/topics to be addressed.
- Select, invite and follow up with faculty to ensure their participation.
- Research sites for events and follow through on all of the obligations of the contract made with the site at which the program will be held.
- Arrange and call all meetings of the committee members.
- Create and communicate a budget for the Education Committee.
- Coordinate various committee members/volunteers to ensure assigned tasks are completed successfully.
- Coordinate education needs survey of chapter.
- Keep record of all events to report to ACHE and for chapter records.
- Create promotional pieces to publicize event and registration forms.

Qualifications

- Organizational, time management, and administrative skills
- ACHE member

Term of Office

One (1) year

Attendance Responsibilities

- Attend all chapter meetings
- Miss no more than 1 board of directors meetings annually

Committee Responsibilities

- Chair the education committee
- Coordinate with the committee chairs, as needed

Membership & Advancement Committee Chair

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.

Responsibilities

- Promote the chapter and ACHE to area healthcare executives. Send out applications and follow up.
- Promote and market ACHE membership among nonmembers throughout the chapter's geographic area.
- Promote the FACHE credential to chapter members.
- Work with Education Program chair to develop programs to attract new members.

Qualifications

- Organizational, time management and administrative skills
- ACHE member

Term of Office

One (1)
Year

Attendance Responsibilities

- Attend all chapter meetings
- Miss no more than 1 board of directors meetings annually

Committee Responsibilities

- Chair the Membership/Advancement Committee
- Coordinate with other committee chairs, as needed.
- Set goals and develop membership growth and advancement in conjunction with the membership/advancement committee

Sponsorship Chair

Summary: The Sponsorship Director and Committee are responsible for raising funds to support Chapter educational programs and membership activities through solicitation of grants, scholarship, and event sponsorships.

Responsibilities & Activities:

- Promote and market the benefits of sponsorship.
- Support is available from any of the chapter board members and/or committees
 - Secure sponsors.
 - Update sponsorship levels and benefits.
 - Develop a structure sponsor acquisition and relationship management program.
 - As needed, submit an ACHE Committee Report form to the Board.

Meeting Requirements:

- Miss no more than 1 board of directors meetings annually

Support:

- Refer to the sponsorship manual located on the ACHE website (accessible to board members)
<http://www.ache.org/chapters/servicecenter/chaptersbusinesscenter.cfm>

Eligibility Criteria (if appropriate):

- Must be a current ACHE affiliate in good standing.
- Must possess good leadership, communication, and organizational skills.
- Must demonstrate dedication to the ACHE and its mission.

Term:

- 1 year

Member at Large

The Member At-Large is a Board position representing the interests and views of Chapter members, and may serve of Chapter Committees as requested by the Board or the Chapter President. The Board may establish more than one Member At-Large position.

Summary: Advance the mission of ACHE through local chapter policies and activities.

Responsibilities & Activities:

- Supports the ACHE Code of Ethics.
- Support is available from any of the chapter board members and/or committees
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about board matters, prepares well for meetings and reviews/comments on minutes and reports.
- Builds a collegial working relationship with fellow board members that contribute to consensus.
- Actively participates in the board's annual evaluation process and planning efforts.

Meeting Requirements:

- Miss no more than 1 board of directors meetings annually

Eligibility Criteria (if appropriate):

- Must be a current ACHE affiliate in good standing with at least one year of membership.
- Must possess good leadership, communication, and organizational skills.
- Must demonstrate dedication to the ACHE WFC and its mission.

Term:

- 1 year

Student Representative

The Student Representative is a Board appointed position representing the interests and views of local colleges and universities. There may be more than one Student Representative but only one for any single institution. The designated Student Representatives shall be non-voting positions on the Board.

Summary: The ACHE Student Representative is a graduate student enrolled in either a part-time or full-time health care or business administration program. The Student Representative has an interest in health care administration and demonstrates potential to be a leader in this industry.

Responsibilities & Activities:

- Support chapter and board members as appropriate.
- Provide student perspective on chapter matters and current and pertinent issues facing the health care industry.
- Represent chapter's student members and act as a liaison between student members and chapter board.
- Assist with recruitment of new student members.
- Encourage current student members to attend chapter events.
- Attend a minimum of one education event annually.

Meeting Requirements:

- Attend a minimum of 50% of Chapter board of directors meetings annually.

Support:

- Support is available from any of the chapter board members and/or committees.
- Educational materials are available through the Education Committee.
- Networking opportunities are available through chapter events.

Eligibility Criteria:

- Must be a current ACHE student associate in good standing.