

UAHQ board member roles/job descriptions

President:

1. The UAHQ President will serve as the representative to the NAHQ Leadership Council.
2. The UAHQ will lead regular board meetings, at least quarterly or as designated by the president and approved by the Board. This includes conference calls. Special meetings of the Board may be called by the president or 3 members of the Board. Each Board member will be given written, verbal or electronic media notice of the time, place, and purpose of each meeting.
3. The president presides at all general meetings of UAHQ and the UAHQ Board of Directors and serves as a representative to the NAHQ Leadership Council.
4. The president assures that the directions and actions of the Board are carried.
5. The president provides an association status report, including actions of the NAHQ Leadership Council, during the annual business meeting.
6. The president shall be an ex-officio member (non-voting), but not chair, of all standing councils. The president appoints chairs of councils, subject to Board approval.
7. The president performs such other duties as are prescribed elsewhere in the Bylaws and as are usual to this office.
8. In the event of a vacancy in the secretary or treasurer offices, the president, within 30 days, shall name a successor, subject to the approval of the UAHQ Board of Directors, to complete the term of office.
9. Chairs of each council will be appointed by the president, subject to Board approval. They will assume office January 1, at the start of the membership year

President-Elect:

1. The President-elect, will be elected annually and must have previous experience serving on the UAHQ Board.
2. The president-elect is a voting member of the Board and performs the duties of the president in the event of the president's temporary absence.
3. The president-elect performs duties as assigned by the president and prepares for the duties of the office of president.
4. In the event the president cannot fulfill his/her term of office, the president-elect serves out the un-expired term prior to beginning their own elected term.
5. The president-elect is a non-voting member (but not chair) of the Networking Council.
6. The president-elect acts as a delegate to the NAHQ Leadership Council.
7. The president-elect is encouraged to get involved with the Western Alliance goals and activities.

Past-President:

1. Immediate past president provides advice, continuity, and assists the president in serving as a mentor to the president-elect.
2. The immediate past president serves as an ex-officio member of the Legal/Legislative Council.
3. Works on new membership recruiting and fundraising drives.
4. The Past President may be asked to help coordinate Western Alliance activities.

Secretary:

1. All Board Members are required to attend a minimum of 80% of all Board meetings. The secretary will maintain attendance records and report variances at each board meeting.
2. The secretary is responsible for issuing notices of all meetings of the Board and sees that minutes of such meetings are kept.
3. The secretary is responsible for the custody of all UAHQ records and files, and performs such other duties as are usual to this office.
4. The secretary will also archive one copy of each education program (agenda and handouts) sponsored by UAHQ as a permanent record and resource for members.
5. The secretary serves as an ex-officio member (non-voting) not chair of the Communication Council.
6. The secretary works on web-site enhancements and keeps it up-to-date.

Treasurer:

1. The treasurer is responsible for the acceptance and custody of all monies belonging to UAHQ and for the disbursement thereof as authorized by the Board;
2. For seeing that accurate records are kept of monies received and paid out;
3. For executing contracts and other instruments authorized by the Board;
4. For issuing financial statements and reports each quarter to the Board and annually to the membership;
5. Performs such other duties as are usual to the office
6. The treasurer serves as an ex-officio member (non-voting) but not chair of the Finance Council.
7. Works closely with the Finance Chair to ensure UAHQ financial tasks are assigned clearly between the two positions.

Member-at-large:

1. The member-at-large represents the UAHQ general membership as a member of the Board.
2. Specific duties of this officer are to seek the ideas and opinions of the general membership through an annual needs assessment and report these needs back to the Board.
3. The member-at-large further communicates specific needs and concerns of the UAHQ general membership by serving as a voting member but not chair of the Education Council.
4. The member-at-large is an ex-officio (non-voting) member but not chair of all other councils.

Any Outgoing Officer:

1. Contacts replacement following elections to congratulate them
2. Arranges time with the newly elected board member to brief them on their expected role
3. Summarizes UAHQ Goals and bylaws for the new person
4. Attends the first board meeting of the year to make for a smooth transition off the board
5. Turns over all information and documents from their term in office
6. Makes certain all information is complete and up-to-date

Councils:

Council Chairs will assume office on January 1. The chair:

1. Prepares annual goals and a
2. Proposed budget for council activities, and
3. Submits this information to the Board for approval by the end of the first quarter of each year.
4. The chair presents a summary of accomplishments, based upon pre-established goals, to members during the UAHQ annual business meeting.
5. Each council prepares and maintains policies and procedures as needed to further the functions of that council, and which are consistent with approved bylaws.

Networking & Communication Council:

The mission of the Networking & Communication Council is to promote diverse membership in UAHQ, facilitate member satisfaction, seek input from members, respond to members assessed needs, keep membership informed of activities of UAHQ and related professional issues and to provide leadership for the Nominating Committee.

1. The Networking & Communication Council consists of a chair and as many members as deemed necessary by the chair

2. In order to maintain affiliated status with NAHQ, a complete list of UAHQ members will be submitted to NAHQ by the Networking Council chair of UAHQ before June 1 of each year.
3. The president -elect serves as a non-voting member but not chair of this council
4. Functions include maintain current and potential membership lists
5. Recruit new members
6. Market UAHQ
7. Promote interest in activities of the organization
8. Provide general membership and NAHQ with an ongoing report through a quarterly UAHQ Newsletter
9. Determine appropriate member recognition
10. Communicate job/career opportunities to members
11. Establish a Nominating Committee

Legal/Legislative Council:

1. The Legal/Legislative Council consists of a chair and as many members as deemed necessary by the chair. The purpose of the Legal/Legislative Council is to \
2. Ensure that UAHQ is conducting business consistent with approved bylaws and
3. Communicate to members, legislative activities which impact the quality of healthcare in Utah.
4. The Legal/Legislative Council annually reviews the UAHQ bylaws,
5. Determines that the Bylaws reflect current practice, and
6. Make recommendations for changes to the Board.
7. The council may organize members to write or call representatives to express supporting or opposing views about pending legislation.
8. The Legal/Legislative Council reviews policies and procedures developed by the Board to ensure internal consistency and compliance with bylaws.
9. UAHQ Bylaws must work in tandem with NAHQ Bylaws and Western Alliance written agreement.

Education Council:

1. The Education Council consists of a chair and as many members as deemed necessary by the chair
2. The purpose of the Education Council is to promote and provide appropriate educational opportunities for the healthcare quality professional.
3. The Education Council provides
4. Opportunities for educational growth,
5. Maintains an expert skill list,
6. Provides assistance for CPHQ certification,
7. Offers additional professional expertise, and
8. Oversees academic and/or continuing education activities of the association.

Finance Council:

1. The Finance Council consists of a chair and as many members as deemed necessary by the chair.
2. The purpose of the Finance Council is to supervise and direct the financial affairs of UAHQ.
3. The Finance Council
4. Receives budget recommendations from elected officers and standing councils,
5. Coordinates the overall budget and presents it to Board for approval,
6. Arranges for and reviews the annual audit of UAHQ finances,
7. And provides a report of the audit to the board.
8. Works closely with the Treasurer to ensure UAHQ financial tasks are fully covered between the two positions.