

CAHF CHAPTER TOOLKIT

Chapter Job Descriptions

JOB DESCRIPTIONS

REGIONAL CHAIR

POSITION REQUIREMENTS: To serve in the position of Regional Chair (RC), the RC must be an officer, director, owner or employee of an institutional member facility or of an owner of an institutional facility in their Region. These member facility/s must be in good standing as institutional member/s of CAHF. The term of office is two years. The Regional Chair is elected by the members of the Region at the CAHF House of Delegates at the Annual Meeting in November.

SPECIFIC RESPONSIBILITIES OF THE POSITION

1. The Regional Chair, by virtue of election to that office serves as a member of the CAHF Board of Directors. The CAHF Board meets at the statewide and annual meetings and generally meets three or four other times throughout the year. The Chairman of the Board of the association can call additional meetings of the Board.
2. By virtue of office, all Regional Chairs serve as members of the CAHF Government Relations Committee. This committee generally meets in conjunction with the meetings of the Board of Directors mentioned in item 1. The chair of the Committee may call other meetings of the Government Relations (GR) Committee if necessary.
3. Serve on other statewide committees, subcommittees or task forces as requested by the association Chairman of the Board.
4. As a representative of the Board of Directors to the Chapters in the Region, it is the responsibility of the RC to serve a primary communicator and supporter to the chapters for association programs and policies and to provide explanation and guidance regarding the content.
5. As a representative of the Chapters to the CAHF Board of Directors, it is the responsibility of the RC to provide information to the Board regarding the status and opinions of the chapters and their members on association policies and procedures.
6. To meet the requirements of items 4 and 5, the Regional Chair must meet on a regular basis with the chapter presidents and other representatives of the membership as the RC deems necessary. These meetings have come to be called Regional Board Meetings.
7. Assist chapter in maintaining effective chapter leadership and a viable local program of activities and education through the establishment and review of chapter goals.
8. Assist chapters in identifying future leadership and developing succession plans.
9. Work with the CAHF staff Regional Director to determine regional staff priorities.

REPORTING: The Regional Chair reports directly to the CAHF Board of Directors and to the association Chairman of the Board. Chapter Presidents report to the Regional Chair. Each region is assigned a staff member to work directly with the Regional Chair on Regional issues.

JOB DESCRIPTIONS

CHAPTER PRESIDENT

POSITION REQUIREMENTS: To serve in the position of Chapter President, he/she must be an officer, director, owner or employee of an institutional member facility or of an owner of an institutional facility in their chapter. These member facility/s must be in good standing as institutional member/s of CAHF. The term of office is one year. The Chapter President is elected by the voting members of the chapter at the Annual Meeting of the chapter.

SPECIFIC RESPONSIBILITIES OF THE POSITION

1. By virtue of office, the Chapter President serves as the chief executive officer of the chapter.
2. Subject to the control and direction of the Chapter Board, the Chapter President has general supervision and direction of the business and affairs of the chapter and serves as the chair of the Board.
3. Serve as a member of the Chapter President/Regional Chair/Conference Chair Meeting held at the CAHF statewide meetings and Annual Convention.
4. As a representative of the Region to the Chapter, it is the responsibility of the Chapter President to serve a primary communicator and supporter to the chapter for association programs and policies.
5. As a representative of the Chapter to the Region, it is the responsibility of the Chapter President to provide information to the Region (Regional Board and/or Regional Chair) regarding the status and opinions of the chapter on association policies and procedures.
6. To meet the requirements of items 4 and 5, the Chapter President must meet on a regular basis with the Regional Chair at Regional Board meetings or at other times as necessary.
7. Assist chapter in maintaining effective chapter leadership and a viable local program of activities, legislative involvement and education through the establishment and review of chapter goals, objectives, budget and dues structure. Carry out or cause to be carried out the policies, resolutions, rules, regulations, motions and orders of the chapter Board of Directors.
8. Appoint chairs and members for all committees established by the chapter Board of Directors.
9. Assist chapter in identifying future leadership and developing succession plans.
10. At the discretion of the Regional Chair, work with the CAHF staff Regional Director on chapter projects and/or issues.
11. Perform other duties as may be prescribed from time to time by the chapter Board of Directors in compliance with the bylaws of the chapter.

REPORTING: The Chapter President reports to the chapter Board of Directors and directly to the Regional Chair.

JOB DESCRIPTIONS

CHAPTER VICE PRESIDENT

POSITION REQUIREMENTS: To serve in the position of Chapter Vice President, he/she must be an officer, director, owner or employee of an institutional member facility or of an owner of an institutional facility. The member facility/s must be in good standing as institutional member/s of CAHF. The term of office is one year. The Chapter Vice President is elected by the voting members of the chapter at the Annual Meeting of the chapter.

SPECIFIC RESPONSIBILITIES OF THE POSITION

1. During the absence or inability of the President to perform the duties or exercise the powers of office, the Vice President performs the duties of the President of the chapter.
2. The Vice President, by virtue of election to that office serves as a member of the chapter Board of Directors. The Board meets at prescribed times throughout the year. The President of the Chapter may call additional meetings of the Board.
3. Assist the chapter president and the chapter in maintaining effective chapter leadership and a viable local program of activities, legislative involvement and education through the establishment and review of chapter goals, objectives, budget and dues structure. Assist with the implementation of the policies, resolutions, rules, regulations, motions and orders of the chapter Board.
4. Assist chapter in identifying future leadership and developing succession plans.
5. Perform other duties as may be prescribed from time to time by the chapter Board of Directors in compliance with the bylaws of the chapter.

REPORTING: The Vice President reports to the chapter Board of Directors and to the chapter President who serves as Chair of the Chapter Board.

JOB DESCRIPTIONS

CHAPTER SECRETARY

POSITION REQUIREMENTS: To serve in the position of Chapter Secretary, he/she must be an officer, director, owner or employee of an institutional member facility or of an owner of an institutional facility in their Chapter. These member facility/s must be in good standing as institutional member/s of CAHF. The term of office is one year. The Chapter Secretary is elected by the voting members of the chapter at the Annual Meeting of the chapter.

SPECIFIC RESPONSIBILITIES OF THE POSITION

1. The Chapter Secretary is the recording officer for the chapter and the custodian of its records.
2. The Chapter Secretary is responsible for keeping, or causing to be kept, the minutes of chapter meetings which should be available for the inspection of members at reasonable times.
3. The Chapter Secretary is responsible informing members of meetings through either mail or fax.
4. The Chapter Secretary is responsible for conducting the correspondence of the chapter.
5. The Chapter Secretary is responsible for keeping the chapter roll (membership list) for the chapter.
6. The Chapter Secretary is responsible for maintaining a copy of the chapter's bylaws.
7. The Chapter Secretary, by virtue of election to that office serves as a member of the chapter Board of Directors. The Board meets at prescribed times throughout the year. The President of the chapter may call additional meetings of the Board.
8. Assist chapter in identifying future chapter leadership and developing succession plans.
9. In the absence of the President and Vice President, the Chapter Secretary presides over meetings of the chapter.
10. From time to time the Chapter Secretary may perform other duties as may be prescribed by the Board of Directors in compliance with the bylaws of the chapter.

REPORTING: The Chapter Secretary reports to the chapter Board of Directors and to the chapter President who serves as Chair of the Chapter Board.

JOB DESCRIPTIONS

CHAPTER TREASURER

POSITION REQUIREMENTS: To serve in the position of Chapter Treasurer, he/she must be an officer, director, owner or employee of an institutional member facility or of an owner of an institutional facility in their Chapter. These member facility/s must be in good standing as institutional member/s of CAHF. The term of office is one year. The Chapter Treasurer is elected by the voting members of the chapter at the Annual Meeting of the chapter.

SPECIFIC RESPONSIBILITIES OF THE POSITION

1. The Chapter Treasurer keeps and maintains, or causes to be kept and maintained, adequate and correct books of the accounts, properties and business transactions of the chapter.
2. The Chapter Treasurer deposits all monies received in a bank or banks chosen by the chapter Board of Directors.
3. After approval of the chapter Board of Directors, the Chapter Treasurer disburses ,or causes to be disbursed, the funds of the chapter.
4. The Chapter Treasurer renders a monthly financial report to the chapter Board of Directors and an annual financial report.
5. The Chapter Treasurer provides any further financial reports as may be requested by the President or chapter Board of Directors.
6. The Chapter Treasurer, by virtue of election to that office serves as a member of the chapter Board of Directors. The Board meets at prescribed times throughout the year. The President of the Chapter may call additional meetings of the Board.
7. Assist chapter in identifying future chapter leadership and developing succession plans.
8. From time to time the Chapter Treasurer may perform other duties as may be prescribed by the Board of Directors in compliance with the bylaws of the chapter.

REPORTING: The Chapter Treasurer reports to the chapter Board of Directors and to the chapter President who serves as Chair of the Chapter Board.

JOB DESCRIPTIONS

CHAPTER EDUCATION CHAIR

POSITION REQUIREMENTS: To serve as a Chapter Education Chair, he/she must be an officer, director, owner or employee of an institutional member facility or of an owner of an institutional facility or an associate member. The member facility/s or associate member must be in good standing as a member of CAHF. The appointment as chair is for one year. Chairs and committee members are appointed in by the Chapter President.

SPECIFIC RESPONSIBILITIES OF THE POSITION

1. The Chapter Education Chair is appointed by the Chapter President to organize and facilitate the educational offerings for chapter meetings. There may or may not be other persons serving as an education committee. In many instances, the Education Chair serves as the entire committee.
2. The Education Chair is responsible for arranging or overseeing the arrangement of the educational programs for the chapter in a timely manner according to the needs of the chapter.
3. The Education Chair must seek out presenters for chapter meetings and complete and file all required forms and information for CEU approval. This includes obtaining payment from the chapter treasurer to accompany the "Chapter Training Module Request".
4. The Education Chair serves as the liaison between the chapter and the QCHF registrar.
5. The Education Chair is responsible for recording keeping required for approved classes including the completion of sign-in sheets and evaluations and the distribution of certificates of completion.
6. The Education Chair must return, or cause to be returned, all materials required to be kept on file at the QCHF office to maintain records of the class presentation.
7. The Education Chair should monitor, or cause to be monitored, attendance at approved presentations to assure that attendees complete the training module before receiving a certificate of attendance.
8. Decisions of the Education Chair or Education Committee (should one exist), are not binding until they are approved by the Chapter Board of Directors.

REPORTING: The Chapter Education Chair reports to the Chapter Board of Directors and does not function as an entity outside the jurisdiction of the Board itself.

JOB DESCRIPTIONS

CHAPTER COMMITTEE, SUB-COMMITTEE OR TASK FORCE CHAIR

POSITION REQUIREMENTS: To serve as a Chapter Committee, Sub-Committee or Task Force Chair, he/she must be an officer, director, owner or employee of an institutional member facility or of an owner of an institutional facility or an associate member. The member facility/s or associate member must be in good standing as a member of CAHF. The appointment as chair is for one year. Chairs and committee members are appointed in by the Chapter President.

SPECIFIC RESPONSIBILITIES OF THE POSITION

1. Chairs are appointed by the Chapter President because of a specific expertise and knowledge in the area of emphasis of the particular group.
2. The Chair of a chapter committee, sub-committee or task force is responsible for the activities of the group.
3. The Chair is responsible for conducting business and leading the group through the agenda at all meetings of the committee, sub-committee or task force.
4. The Chair is responsible for leading the group through the decision making process in a organized fashion. During debate, the chair is to remain a neutral party.
5. In many chapters, the chair has no actual committee members and serves as the person within the chapter who handles the issues assigned.
6. Decisions made by a chair (should a committee not exist), committee, sub-committee or task force are not binding until they are approved by the Chapter Board of Directors.

REPORTING: Chapter committees sub-committees and task forces report to the Chapter Board of Directors and do not function as entities outside the jurisdiction of the Board itself .