

Leadership position descriptions

PRESIDENT

Function

The President's main responsibilities are to lead the activities of the Board and the Society as a whole. The President presides over all meetings of the Board. To effectively lead meetings, the President works with the Executive Director and other Board members as necessary to prepare an agenda, keep meeting discussion and debate focused on the issues, and lead the Board to decisions on key issues. The President is also responsible for appointing Board members to committees and other groups. To do this, he or she must know Board members' skills and interests. The President's authority is derived from the policies and procedures of the Society. He or she may speak publicly on behalf of the Board and the Society on issues of interest to the membership.

Qualifications

- At least one term as a member of the ASHRM Board.
- Demonstrated leadership ability as evidenced by such positions as ASHRM committee chair/member or President/President-elect or other leadership position of an affiliated chapter or other nationally recognized healthcare-related organizations.
- Current ASHRM regular or honorary member in good standing with a minimum of five years of regular or honorary membership.
- A minimum of eight years of work experience as a risk management professional.
- Demonstrated leadership as evidenced by leadership or management roles within a work-related environment.
- Demonstrated broad base of risk management knowledge and experience.

Duties and responsibilities

- Preside over meetings of the Board and executive committee and call special meetings as the need arises. There is the minimum expectation that the President participate in every Board meeting and conference call. It is estimated that there will be four (4) on-site meetings per year, each lasting 2-3 days in length. In addition, it is estimated that there will be four (4) conference calls during the year, each lasting 1-2 hours in length. Requirements about participation in Board activities are contained in Article 9.9.2 of the ASHRM policies and procedures.
- Review materials provided prior to board members and be prepared to discuss and/or take action as appropriate.
- Work with the Executive Director to see that all resolutions of the Board are carried out.
- Manage the Board's strategic and annual operating planning processes and review progress, including project and financial outcomes.
- Coordinate the work of Board officers and special committees of the Board.
- Establish communication and a positive working relationship with the Board and the Executive Director and encourage communication between Board meetings.
- Facilitate the Board's decision making and foster a sense of team spirit on the Board.
- Assist the Executive Director in preparing the agenda for Board meetings and in developing Board orientation and planning processes.

- Maintain direct communication with the membership on the progress of Board initiatives; assist staff with preparing an annual report to the membership.
- Oversee the search for a new Executive Director when the need arises.
- Participate in the Executive Director's annual performance evaluation.
- Adhere to the ASHRM Professional Code of Conduct.

PRESIDENT-ELECT

Function

The President-elect plays an important role in ensuring the orderly transition of Board leadership. The President-elect must be familiar with the Board's various projects and the work of its committees in the event that he or she must take over the duties of the President unexpectedly. He or she becomes President in the event that the President resigns or the position of President otherwise becomes vacant. He or she then serves the former President's unexpired term, as well as the full term he or she was elected to. The President-elect acts in the absence of the President as chairperson of the Board, works closely with the President to ensure continuity of leadership, supports the efforts of the President and learns the duties of the President's office. This position is a three-year commitment as it transitions from President-elect to President and then to Past-president.

Qualifications

- At least one term as a member of the ASHRM Board.
- Demonstrated leadership ability as evidenced by such positions as ASHRM committee chair/member or President/President-elect or other leadership position of an affiliated chapter or other nationally recognized healthcare-related organizations..
- Current ASHRM regular or honorary member in good standing with a minimum of five years of regular or honorary membership.
- A minimum of eight years of work experience as a risk management professional.
- Demonstrated leadership as evidenced by leadership or management roles within a work-related environment.
- Demonstrated broad base of risk management knowledge and experience.

Duties and responsibilities

- There is the minimum expectation that the President-elect participate in every Board meeting and conference call. It is estimated that there will be four (4) on-site meetings per year, each lasting 2-3 days in length. In addition, it is estimated that there will be four (4) conference calls during the year, each lasting 1-2 hours in length. Requirements about participation in Board activities are contained in Article 9.9.2 of the ASHRM policies and procedures.
- Review materials provided prior to board members and be prepared to discuss and/or take action as appropriate.
- Assume the office of President when the current President's term expires.
- Perform the duties of the office of President whenever the President is unable to do so and fill the unexpired term of the President when required.
- Become knowledgeable about the Society's operations and program areas.
- Provide for an orderly transition in leadership by becoming familiar with the duties and responsibilities of the office of President.
- Support, represent, and communicate strategic plan elements to others and promote Society membership.
- Promote a governance partnership and encourage communication between Board and staff.
- Collaborate with the President and Executive Director in development and implementation of the Society's strategic and annual operating plan.

- Support the strategic planning process of the Society by working with the Board and Executive Director in preparation of the strategic and annual operating plan and development of the annual Society budget.
- Assist the President in administrative matters as needed and perform responsibilities as delegated by the Board President.
- Appoint volunteer chairpersons and members for the following year.
- Adhere to the ASHRM Professional Code of Conduct.

MEMBER, BOARD

Function

The Board is composed of the President, Past-president, President-elect, and seven elected Board members. The Board determines strategic goals and direction and provides guidance to the Executive Director for management of the Society. The Board also approves the Society's strategic plan, annual operating plan and budget; monitors the Society's financial health; oversees programs and overall performance; and provides the Executive Director with the resources needed to carry out the Society's program of work. Each Board member has one vote on matters before the Board. The elected Board member will serve a three-year term.

Qualifications

- Demonstrated leadership ability as evidenced by such positions as ASHRM committee chair/member or President/President-elect or other leadership position of an affiliated chapter or other nationally recognized healthcare-related organizations.
- Demonstrated loyalty to and support of ASHRM evidenced by actions showing commitment to vision, mission and goals of the organization.
- Current ASHRM regular or honorary member in good standing with a minimum of three years of regular or honorary membership.
- A minimum of five years of work experience as a risk management professional.

Duties and responsibilities

The full Board's responsibilities

- Establish policy.
- Create and update a long-range strategic plan as well as an annual operating plan for the Society.
- Adopt key operating policies and procedures.
- Monitor finances of the Society.
- Provide oversight and direction for the fulfillment of the Society's strategic plan and annual operating plan.

The individual Board member's responsibilities

- There is the minimum expectation that the Board member participate in every Board meeting and conference call. It is estimated that there will be four (4) on-site meetings per year, each lasting 2-3 days in length. In addition, it is estimated that there will be four (4) conference calls during the year, each lasting 1-2 hours in length. Requirements about participation in Board activities are contained in Article 9.9.2 of the ASHRM policies and procedures.
- Come to Board meetings prepared and informed about issues on the agenda and review materials prior to meetings.
- Respond in a timely matter to requests for comment or action on matters that arise between board meetings.
- Participate effectively in Board meetings by understanding that Board leadership is a group responsibility, and contribute to meetings and consider other points of view. Make constructive suggestions and help the Board make decisions that benefit the Society.

- Consider and acknowledge the needs of the entire membership when carrying out decision-making responsibilities.
- Maintain confidentiality, as required, of information discussed and presented at Board meetings.
- Be informed about the Society's mission, policies, programs and services.
- Serve as Board liaison to volunteer activity areas by helping volunteers meet goals/objectives, and report progress toward outcomes to the Board. Be an active participant in task force/committee work, prepare for meetings, and complete committee work as assigned. Strive to submit one name each for President Elect, Board Member at large and Nominating Committee during the nominations process.
- Be willing to serve as a mentor to a first year Board member.
- Assist the Annual Conference Committee at the Annual Conference in monitoring and moderating sessions.
- Offer to give an ASHRM presentation to your local chapter; be available to present at other chapters if a request for a presentation is made. Promote ASHRM membership at ASHRM/Chapter activities.
- Adhere to the ASHRM Professional Code of Conduct.

MEMBER, NOMINATING COMMITTEE

Function

The nominating committee plays a key role in the Society's success by selecting candidates for elected office. The nominating committee works closely with the Executive Director, ASHRM leadership, affiliated chapters and key ASHRM constituencies to prepare a slate of qualified volunteers for elected positions. The elected Nominating Committee member will serve a one-year term.

Qualifications

- Demonstrated engagement in ASHRM and the field of risk management evidenced by serving on ASHRM committees, as faculty, on the Board or other in volunteer positions or activities within the organization and affiliated chapter.
- Current ASHRM regular or honorary member in good standing with a minimum of five years of regular or honorary membership.
- A minimum of eight years of work experience as a risk management professional.

Duties and responsibilities

- Sign a confidentiality agreement prior to the commencement of deliberations about candidates.
- Review nomination guidelines/process as well as guidelines in Society policies and procedures.
- Become familiar with the position descriptions and qualifications for each elected office.
- Contact affiliated chapter officers regarding potential election candidates.
- Communicate the election timeline to the membership annually.
- Submit names of prospective nominees for consideration by the full nominating committee.
- Review all documentation on potential nominees, including the report from the Professional Ethics Committee and nominee profiles.
- Evaluate the credentials of individuals nominated for elected offices.
- Present a slate of candidates for elected office.
- Adhere to the ASHRM Professional Code of Conduct.

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