



AMERICAN  
SOCIETY FOR  
HEALTH CARE  
RISK  
MANAGEMENT

## Leadership Position Descriptions

### Advisory Board

#### Article 4 of the ASHRM Official Charter

**Section 1. Eligibility.** Only Regular and Honorary Lifetime Members of ASHRM in good standing who have demonstrated active participation in ASHRM and who are employed by a hospital or health care system shall be eligible to serve as ASHRM Advisory Board leaders. Advisory Board members will be eligible to serve as leaders of the Advisory Board only after completion of their Advisory Board term.

**Section 2. Advisory Board Leaders.** The Advisory Board leaders are the President, President-Elect, and Immediate Past-President. The President-Elect will become the President after the current President's term and at which time the current President will become the Immediate Past-President.

**Section 3. Term.** Each Advisory Board leader will serve a one-year term in their role.

**Section 4. President-Elect Election.** Elections for President-Elect will be conducted by vote of all Advisory Board members entitled to vote. In the event of a tie, the Advisory Board President shall appoint the winner from among the tied candidates.

**Section 5. Powers and Duties.** The President of the ASHRM Advisory Board shall act as chair of the Advisory Board and shall preside at all meetings of the Advisory Board. The President-Elect shall perform the duties of the President in the absence of the President.

**Section 6. Vacancies.** If the role of President becomes vacant, the President-Elect will assume the President role for the duration of the unexpired term and shall continue to serve as President for the subsequent term. If the role of President-Elect becomes vacant, the candidate who received the next highest number of votes in the previous President-Elect election will, if available and willing, become the President-Elect for the remaining portion of the unexpired term of office. If such candidate is not available or willing, the position will remain vacant, and a President-Elect shall be elected at the next regular election.

If both the President and the President-Elect shall become unable to perform the duties of their offices, the Advisory Board shall appoint, from the Advisory Board membership, a President pro tempore to serve for the remaining portion of the unexpired term of office. At the next regular election, a President and a President-Elect shall be elected. The process for the election of the President will be the same as the process for the election of the President-Elect.

**Section 7. Forfeiture of Office.** Any ASHRM Advisory Board leader shall automatically forfeit his or her office if he or she loses eligibility for ASHRM membership, loses eligibility for the leadership role, or is terminated from membership pursuant to this Charter. An ASHRM Advisory Board leader may be removed for cause by a majority vote of the remaining Advisory Board members after a full discussion of the charges against the leader by the Advisory Board. The Advisory Board leader will recuse himself or herself from voting. Such vote shall be effective for this purpose even in the presence of recusals or abstentions.

### President

The President of the ASHRM Advisory Board (AB) shall act as chair and shall preside at all meetings of the AB which are designed to provide strategic advice for the organization. Working with ASHRM staff, the President will also assist in appointing individuals to committees, work groups, and/or taskforces.

### Qualifications

- At least one term as an AB member
- Employed by a hospital or health care system
- 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 member (regular or honorary lifetime) in good standing with a minimum of five (5) years of membership
- A minimum of eight (8) years of work experience as a risk management professional.
- Demonstrated leadership as evidenced by leadership or management roles

### Duties and responsibilities

- Consistent with AHA's mission and objectives, shall work with the AB to consult with AHA through the Executive Director on industry matters that may impact ASHRM
- Preside over the AB and leadership meetings
- Participate in all in-person and/or virtual meetings – schedules subject to change
  - Approx. 2 times per year in-person (1.5 days each)
  - Approx. 2-3 virtual meetings (1 hour each)
- Work with Executive Director to ensure work of the board is carried out appropriately
- Review materials provided prior to meetings and be prepared to discuss and/or act as appropriate
- In depth knowledge of the strategic plan – participatory in planning process if President during the year of development
- Coordinate the work of the AB and any special work groups
- Establish communication and a positive working relationship with the AB and the Executive Director and encourage communication between Board meetings
- Maintain direct communication with the membership on the progress of the strategic plan
- Provide feedback on Executive Director's annual performance
- Facilitate consensus 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 the orientation



### President-Elect

#### Function

The President-elect plays an important role in ensuring the orderly transition of AB. He or she becomes President if the President resigns, or the position of President otherwise becomes vacant and will serve the former President's unexpired terms, as well as the full term he or she was elected to.

The President-elect acts in the absence of the President as chair of the AB, works closely with the President to ensure continuity of leadership, and supports the efforts of the President. 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 AB
- Employed by a hospital or health care system
- 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 (5) years of membership
- A minimum of eight (8) years of work experience as a risk management professional
- Demonstrated leadership as evidenced by leadership or management roles
- Demonstrated broad base of risk management knowledge and experience

#### Duties and responsibilities

- Participate in all in-person and/or virtual meetings – schedules subject to change
  - Approx. 2 times per year in-person (1.5 days each)
  - Approx. 2-3 virtual meetings (1 hour each)
- Review materials provided prior to meetings and be prepared to discuss and/or act 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 of ASHRM products, services, and programs
- Provide for an orderly transition in leadership by becoming familiar with the duties and responsibilities of the President
- Support, represent, and communicate strategic plan elements to others and promote membership
- In depth knowledge of the strategic plan – participatory in planning process if President during the year of development
- Work with staff to appoint members to committees for the following year



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### Advisory Board Member

#### Function

Comprised of the President, Past-president, President-elect, and seven elected members, the Advisory Board (AB) provides strategic advice on issues that impact the organization. The elected AB member will serve a three-year term.

#### Qualifications

- Current ASHRM regular or honorary member in good standing with a minimum of three (3) years
- A minimum of five (5) years of work experience as a risk management professional
- 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

#### Duties and responsibilities

- Provide guidance on strategic initiatives, issues that impact ASHRM, and the ASHRM strategic plan
- Participate in all in-person and/or virtual meetings – schedules subject to change
  - Approx. 2 times per year in-person (1.5 days each)
  - Approx. 2-3 virtual meetings (1 hour each)
- Become knowledgeable of ASHRM's products, services, and programs
- Serve as an ambassador promoting membership and engagement
- Be prepared for meetings 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 meetings
- Serve as a liaison to ASHRM committees, taskforces, or workgroups
- Ability to occasionally travel for chapter events as an ASHRM representative as needed
- Maintain confidentiality as required
- Participate in election of the President-Elect
- Make constructive suggestions designed to benefit ASHRM



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## Leadership Position Descriptions

### Nominations Committee

#### Article 6 Section 2 of the ASHRM Official Charter

**Section 2. Nominations Committee.** ASHRM shall also have a Nominations Committee composed of ten members: six Regular and Lifetime Members in good standing who have demonstrated active participation in ASHRM and four Designated Members (defined below). Members appointed to serve on the Nominations Committee are ineligible to run for any ASHRM elected office during their term on the committee.

All members of the Nominations Committee will be appointed by the Advisory Board except for Designated Members. The Designated Members are the two (2) Immediate Past Presidents, the President-Elect and the ASHRM Executive Director. All members of the Nominations Committee shall be voting members except for the President-Elect and the Executive Director. Appointed members of the Nominations Committee shall each serve a two-year term. The chair of the Nominations Committee will be elected each year for the following year by the Nominations Committee members who will be starting their second term. The term of the chair will be one year.

The Advisory Board will call for interested Nominations Committee candidates annually from all Regular and Honorary Lifetime Members for the following year's Nominations Committee and appoint new Nominations Committee members by majority vote. In the event of a tie, the Advisory Board President will appoint the new Nominations Committee members from among those under consideration.

The Nominations Committee shall be responsible for preparing a slate of candidates for the following roles: (1) a slate of at least two candidates for President-Elect election; and (2) A slate of the number of open slots plus at least two additional candidates for the Advisory Board election. When making its nominations, the Nominations Committee shall consider the various sectors of the health care risk management community and geographic regions from which the membership is drawn. The Advisory Board may fill any vacancy that may occur on the Nominations Committee by majority vote. This individual shall serve for the remainder of the unexpired term.

Any Nominations Committee member shall automatically forfeit the office if that individual loses eligibility for ASHRM membership, loses eligibility for the Nominations Committee itself, or is terminated from membership pursuant to this Charter.

Any member of the Nominations Committee who, in the opinion of a majority of Advisory Board members, does not fulfill his or her duties on the Nominations Committee, including attending Nominations Committee meetings, shall, upon notice from the Advisory Board, be deemed to have resigned, leaving the seat vacant.

### Nominations Committee



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### Function

A two-year term, the 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.

### Qualifications

- Demonstrated commitment to ASHRM and the field of risk management evidenced by serving on ASHRM committees, as faculty, on the AB, chapter leadership, or other volunteer capacities
- A minimum of eight (8) years of work experience as a risk management professional

### Duties and responsibilities

- Maintain confidentiality throughout the nomination and election process
- Knowledgeable of nomination guidelines/process
- Become familiar with the position descriptions and qualifications for each elected office
- Contact affiliated chapter officers regarding potential election candidates
- Submit names of prospective nominees for consideration by the full nominating committee
- Review all documentation on potential nominees objectively and evaluate qualifications
- Present a slate of candidates for elected office