

Board Roles and Responsibilities

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BOARD RESPONSIBILITIES

It is the responsibility of all board members to carry out the following duties:

- Attend all monthly Board meetings and as many Chapter events as possible.
- Prepare monthly Committee Report to be posted to the Dropbox prior to each Board Meeting.
- Update Policy & Procedures manual as needed.
- Collect signed Volunteer Commitment forms from each committee member at the beginning on each programming year or upon them joining the committee. A copy of each signed form should be uploaded to Dropbox and filed under the appropriate folder.
- Develop annual goals for your committee to support chapter goals.
- Conducts regularly scheduled committee meetings with their committee and volunteers.
- Upload committee documents to Dropbox and maintain organized file structure.
- Collect information for end of year annual reporting to National
- Maintain a strong and thriving committee.
- Ensure financial health of the chapter by managing committee budget and submitting timely receipts and anticipated expenditures to the Treasurer.
- Carry out the mission and values of the National Organization
- Actively promotes all Women in Healthcare events and the organization.
- Succession planning for each committee.

MANDATORY COMMITTEE POSITIONS

PRESIDENT

The President is the principal officer and spokesperson for the Chapter and exercises general oversight of its affairs and the Board of Directors. The President ensures that all content moves the chapter towards its vision and is aligned with the National Organizations mission and values.

Responsibility and Authority:

The President will report to the Executive Committee. The President is a voting member of the organization. The President is a member of the Executive Committee.

Term:

The President will serve 2 years as the President followed by 2 years as the Past President.

General Duties:

- Ensure that chapter's activities are compliant and in furtherance of the organizations mission.
- Organize and facilitate a strategic planning session with the board of directors.
- Works collaboratively with board members and the executive director to set organizational goals
- Lead and schedule monthly board of directors meetings, compile reports and create agenda.
- Schedules and leads Executive Committee meetings
- Assist, lead and develop committees in executing their goals

- Assist in the planning of the annual Female Leadership Summit
- Serve as a point of contact for the National organization.
- Be a liaison for the Advisory board and the board of directors.
- Coordinate the completion and submission of the Annual Financials at year end.
- Ensure all actions are in accordance with organizational Bylaws.
- Maintain up to date chapter documents.
- Oversight of chapter finances for current and future years.

Time commitment:

The President can anticipate spending 5 hours a week on Women In Healthcare affairs. This is spent attending board meetings, connecting with committees, maintaining documents, Female Leadership Summit preparation, and other tasks as they arise.

Legal commitments:

The President is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is motivated, organized, and a self-starter. Strong leadership skills are imperative. Previous experience on a board is a requirement. Experience serving on the chapter's board is highly encouraged.

TREASURER

The Treasurer is a voting member of the Board of Directors. The Treasurer is ultimately responsible for the fiscal management and financial integrity of the Chapter.

Responsibility and Authority:

The Treasurer will report to the Chapter President and the Executive Committee. The Treasurer is a voting member of the organization. The Treasurer is a member of the Executive Committee.

Term:

The Treasurer will serve 2 years on the Board of Directors.

General Duties:

- Prepares monthly financial report posted to Chapter file and reviewed at every Board Meeting.
- Responsible for managing and balancing the checking account and any additional accounts (i.e., CDs, investments, etc.) when applicable.
- Responsible for tracking funds for membership, sponsorship and events.
- Collects and deposit all checks from events and programs, sponsorships, etc., immediately upon receipt.
- Manages the credit card usage and credit card account.
- Writes checks for invoices, reimbursements, deposits and other expenses as required.
- Maintains electronic record of receipts and invoices in dropbox
- Prepares monthly Financial Reports/Profit and Loss Statements for the Board to review.
- Makes executive management decisions as part of the Board.
- Performs monthly batching of banking transactions in QuickBooks.
- Prepares annual tax returns and all non-profit tax paperwork for chapter.
- Prepares calendar year end financial report.
- Creates an operating budget for each fiscal year, and manages expenses to maintain that budget.
- In the best interest of the Chapter, manages banking changes.
- Provides high-level guidance to the Board/Chapter with regards to the overall financial planning.
- Consults with accountant about expense classifications and financial questions
- Coordinates with appropriate board member for event budgets and actual cost reconciliations
- Collects W-9 paperwork from vendors and maintains documents in electronic chapter files

Time commitment:

The Treasurer can anticipate spending 2 hours a week on Women In Healthcare affairs. This is spent attending board meetings, connecting with committees, maintaining documents, and balancing and reconciling accounts.

Legal commitments:

Upon appointment, the Treasurer is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is organized with a general understanding of finances. Good communication is a key component in this individual's success.

SECRETARY

The Secretary performs all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or the Board of Directors or may be required due to other board or committee members requiring and/or requesting support.

Responsibility and Authority:

The Secretary is a voting member of the Board of Directors and of the Executive Committee. The Secretary shall attend every Board Meeting and ensure that the meeting minutes of the Board and Executive Committee are recorded and maintained in the permanent record of the Chapter. The Secretary is a member of the Executive Committee.

Term:

The Secretary will serve 2 years on the Board of Directors.

General Duties:

- Assist all committees with committee reports, and prompt board in advance of due dates for meeting materials.
- Ensure chapter documents are well-organized, accessible, up-to-date and accurate; retain all official Board and Chapter business as the official record-keeper of the organization.
- Respond to requests for information from board members related to schedule, chapter procedures, board roles, legal matters, issues for Executive Committee agenda, etc.
- Secretary takes Minutes and Action Items for each board meeting, as well as any current/past motions that are passed, amended, abolished are recorded. Distribute meeting records and board information in a timely and effective manner.
- Review all contracts, legal documents, or official paperwork in detail.
- Coordinate the completion and submission of the Annual Financials at year end.
- Ensure all actions are in accordance with organizational Bylaws.
- Maintain up to date chapter documents.
- Participate with Executive Committee in recruiting board members and creating succession for current board.

Time commitment:

The Secretary can anticipate spending 1-2 hours a week on Women In Healthcare affairs. This is spent attending board meetings, connecting with committees, maintaining and reviewing documents, and compiling reports.

Legal commitments:

Upon appointment, the Secretary is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one with an attention to detail and is well organized.

MEMBERSHIP CHAIR

The Membership Chairs are responsible for Chapter member services including member retention, recruitment, and the promotion of member benefits.

Responsibility and Authority:

The Membership Chair will report to the Chapter President and the Executive Committee. The Membership Chair is a voting member of the organization.

Term:

The Membership Co-Chair will serve 2 years on the Board of Directors.

General Duties:

- Develop and implement membership plans for retention of current members and growth of new members, according to the Board goals.
- Coordinate, manage, track, and evaluate all chapter membership and renewal activities.
- Work with membership committees to develop programs for members.
- Develop membership marketing and promotional materials, welcome kits, certificates, membership cards in collaboration with the Communications Committee.
- Work with Finance department to ensure financial tracking of membership.
- Oversee all databases and ensure the information is kept up-to-date and accurate.
- Work with Communications Committee to coordinate membership information and communicate that information to the membership.
- Respond to requests for information from members.

Time commitment:

The Membership Chair should anticipate spending approximately 3 hours week on Women in Healthcare affairs. This may be spent attending board meetings, recruiting members, planning member events, developing collateral and other tasks as they arise.

Legal commitments:

The Membership Chair is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is passionate about the mission and purpose of the organization. An individual with a networking and understanding of the industry would be strongly preferred.

SPONSORSHIP CHAIR

The Sponsorship Chair is charged with generating corporate sponsorships to fund Women In Healthcare's operations and activities.

Responsibility and Authority:

The Sponsorship Chair will report to the Chapter President and the Executive Committee. The Sponsorship Chair is a voting member of the organization.

Term:

The sponsorship chair will serve 2 years on the board.

General Duties:

- Develops ideas and strategies for the Chapter annual sponsorship drive; evaluates past sponsorship programs and develops new approaches; reviews other Chapters' and organizations' sponsorship programs in order to identify best practices.
- Drafts an engaging sponsorship package broken into appropriate levels (i.e., platinum, gold and silver) for yearly sponsorship.
- Works with other Board members to generate an expansive contact list including all members, prospects and vendors.
- Serves as the Chapter's lead contact with current and potential sponsors. Requests the aide of the Chapter President and other Board members as needed for securing sponsorship commitments.
- Ensures all sponsor commitments are met (signage, logo exposure, web site exposure, etc.) by working with the Director of Communications.
- Ensures that all required sponsor promotions are present at each Chapter event.
- Coordinates with Chapter's "print" sponsor to design and make available at programs a "sponsorship" poster board with program title, speakers and sponsors' logos listed.
- Prepares a budget for his/her Chapter responsibilities for the Chapter Treasurer to be submitted by the beginning of the term.
- Assists in securing a Photographer and any other in-kind sponsorship as needed for the Chapter and ensures that in-kind sponsor commitments are met.
- Manages both yearly chapter sponsors as well as Female Leadership Summit Sponsors.

Time commitment:

The Sponsorship Chair should anticipate spending approximately 3 hours a week on Women In Healthcare affairs. This may be spent attending board meetings, recruiting sponsors, coordinating with communications and other tasks as they arise.

Legal commitments:

Upon appointment, the Sponsorship Chairs is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is passionate about the mission and purpose of the organization. An individual with a networking and understanding of the industry would be strongly preferred.

PROGRAMS CHAIR

The Director of Programs is responsible for developing and implementing a series of formal panels on current and/or upcoming market trend, professional development and networking, with speakers generally comprised of industry experts, healthcare executives and healthcare industry personnel. Programs are held at least 4 times a year.

Responsibility and Authority:

The Programs Chair will report to the Chapter President and the Executive Committee. The Programs Chair is a voting member of the organization.

Term:

The Programs chair will serve 2 years on the board.

General Duties:

- Plan and implement at least 4 panels per programming year.
- Develop and manage the programs budget along with treasurer.
- Develop topics for each calendar year that are reflective of the current market trends and are of benefit to the Chapter members.
- Coordinate a committee planning meeting to develop the overall calendar, program topics, ideas for speakers; conduct committee meetings (in-person and/or via conference calls) throughout the year as necessary to manage all programs and to keep committee members engaged.
- Work with communication to plan program materials, including program brochures, signage, surveys, etc.
- Prepare and submit AIA CES and CPSM CEU form if needed.
- Work closely with the Communications and Logistics Committee or Chapter Administrator to ensure each program runs smoothly and reflects positively on the Chapter.
- Work closely with Communications Committee to promote upcoming programs via the chapter website, social media channels, e-marketing and PR activities. The complete Promotion Request form should be provided to the Communications Committee at least 8 weeks prior to each program.

Time commitment:

The Programs Chair should anticipate spending approximately 3-5 hours a week on Women In Healthcare affairs. This may be spent attending board meetings, coordinating with speakers, working with communications and other tasks as they arise.

Legal commitments:

Upon appointment, the Programs Chair is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is passionate about the mission and purpose of the organization. An individual with a networking and understanding of the industry would be strongly preferred.

COMMUNICATIONS CHAIR

The Communications Chair handles all communications for the Chapter, including events management and promotion through MailChimp, on the Chapter website and via emails; managing and providing valuable content for the membership on the Chapter website; promoting Chapter members and sponsors; and promoting all aspects of the Chapters efforts through Social Media networks and traditional press releases.

Responsibility and Authority:

The Communications Chair will report to the Chapter President and the Executive Committee. The Communications Chair is a voting member of the organization.

Term:

The Communications chair will serve 2 years on the board.

General Duties:

- Coordinates with all committees to ensure the right communication is delivered to the membership in a reasonable time and across all available communication channels (emails, website, social media, PR, etc.).
- Promotes all chapter events and activities.
- Promotes Chapter members and sponsors; develops a process for promoting events and announcements from other organizations in the healthcare industry.
- Generates valuable content and/or procures expert content from Chapter members and sponsors.
- Works closely with the Sponsorship committee to ensure that all sponsor logos and listings are properly communicated on the website, in email communications, and in select print materials.
- Manages event and email management software applications.
- Ensures that all uses of Chapter logo are appropriate.
- Manages website content and updates.

Time commitment:

The Communications Chair should anticipate spending approximately 3-5 hours a month on Women In Healthcare affairs. This may be spent attending board meetings, creating a communications plan, updating the website, engaging the Chapter's social media community and other tasks as they arise.

Legal commitments:

Upon appointment, the Communications Chairs is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

An individual with a networking and understanding of the industry would be strongly preferred. This position is best held by an individual who is familiar with technology, social media and communications.

MENTORSHIP CHAIR

The Mentorship Director is responsible for Chapter mentor services including member mentoring, and the development and execution of mentoring programs.

Responsibility and Authority:

The Mentorship Chair will report to the Chapter President and the Executive Committee. The Mentorship Chair is a voting member of the organization.

Term:

The Mentorship chair will serve 2 years on the board.

General Duties:

- Oversee the work of the committee and serves as the leader of all mentorship functions and programs.
- Develop committee goals and recommend any new initiatives that will help develop roles for mentors and mentees.
- Coordinate a committee planning meeting to develop the overall calendar, ideas for events and campaigns; conduct committee meetings (in-person and/or via conference calls) throughout the year as necessary to manage all committee activities and to keep committee members engaged.
- Work closely with the Programs, Communications and Logistics Committee or Chapter Administrator to ensure each program runs smoothly and reflects positively on the Chapter.
- Work closely with Communications Committee to promote upcoming programs via the chapter website, social media channels, e-marketing and PR activities. The complete Promotion Request form should be provided to the Communications Committee at least 8 weeks prior to each event.

Time commitment:

The Mentorship Chair can anticipate spending 2 hours a week on Women In Healthcare affairs. This is spent attending board meetings, organizing the mentorship program, putting on events, and other tasks as they arise.

Legal commitments:

Upon appointment, the Mentorship Chair is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should have experience with mentorship development. An individual with a networking and understanding of the industry would be strongly preferred.

VOLUNTEERS CHAIR

The Volunteers chairs is both responsible for the chapter's community involvements as well as placing interested volunteers with committees.

Responsibility and Authority:

The Volunteers Chair will report to the Chapter President and the Executive Committee. The Mentorship Chair is a voting member of the organization.

Term:

The Volunteers Chair will serve 2 years as the President followed by 2 years as the Past President.

General Duties:

- Establish community organizations where the chapter can donate its time and coordinate the programs.
- Coordinate with Communications for the promotion of community involvement and recruitment of membership.
- Develop a process for interested members who want to get involved in the chapter.
- Work with committees to understand gaps and needs to help place volunteers appropriately.
- Maintain communication with placed volunteers to ensure success.

Time commitment:

The Mentorship Chair can anticipate spending 2 hours a week on Women In Healthcare affairs. This is spent attending board meetings, organizing community events, placing volunteers with committees, and other tasks as they arise.

Legal commitments:

Upon appointment, the Volunteers Chair is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is passionate about the mission and purpose of the organization and finding causes that align with that mission. An individual with a strong sense of community and outreach would be ideal for this position.

SECONDARY POSITIONS

LOGISTICS CHAIR

The Logistics Chair is responsible for all logistical aspects of Chapter event coordination including the planning, management, handling and execution of each event. The logistics chair's primary responsibility is to the content programming the chapter conducts throughout the year.

Responsibility and Authority:

The Logistics Chair will report to the Chapter President and the Executive Committee. The Logistics Chair is a voting member of the organization.

Term:

The Logistics chair will serve 2 years on the board.

General Duties:

- Secure event venue and date
- Obtain parking information and other logistics for venue
- Submit completed event promotion request form to communications chair 45 days prior to event
- Set up event on Eventbrite including detailed parking instructions, panelists and discount sponsor codes
- Send proposed budget to treasurer at least 2 weeks prior to event
- Secure and assign a photographer
- Coordinate with sponsors or board for any needs during program, including event volunteer needs and speaking needs
- Register speakers and photographer on Eventbrite
- Print out name badges and assemble with ribbons
- Print out and bring attendee list
- Print out AIA and ACHE credit forms
- Set up and manager registration table
- Manage walk in registration and use square
- Order and set up catering (food and alcohol)
- Set up panel table
- Assist photographer at event
- Welcome guests upon arrival
- Usher panel speakers
- Identify and welcome new members and first time attendees
- Collect name badges at conclusion of event for re-use
- Clean up and break down event
- Obtain and pay outstanding invoices
- Send post-event attendee survey
- Include logistics report for event in board meeting report
- Make sure walk ins and AIA attendees get uploaded to correct drive
- Send final attendee list to communication, membership and sponsorship

Time commitment:

The Logistics Chair should anticipate spending approximately 3 hours a week on Women In Healthcare affairs. This may be spent attending board meetings, coordinating with vendors, communicating with committee members, attending events, or other tasks as they arise.

Legal commitments:

Upon appointment, the Logistics Chairs is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be extremely organized with an attention to details. Individuals with experience planning events would be preferred.

INSTITUTIONAL LIAISON

The Institutional Liaison is responsible for communication and promotion of the organization with local Universities and health systems. This position is responsible for establishing those relationships, promoting events through their appropriate channels, and helping them to create a relationship with the organization.

Responsibility and Authority:

The Institutional Liaison will report to the Chapter President and the Executive Committee. The Institutional Liaison is a voting member of the organization.

Term:

The Institutional Liaison will serve 2 years on the Board of Directors.

General Duties:

- Develop relationship with local Universities with relevant health programs.
- Develop a point of contact at local hospital to champion the organization.
- Promote organizational events with University and Hospitals.
- Promote mentorship opportunities with each organization.
- Develop lunch and learn content to present to Universities and Health Systems.
- Keep and maintain contacts lists for each entity identifying names of appropriate contact individuals.

Time commitment:

The Institutional Liaison should anticipate spending approximately 3 hours a week on Women In Healthcare affairs. This may be spent attending board meetings, attending chapter events, corresponding with local Universities and Health systems, participating in career fairs, presenting a workshop and other tasks as they arise.

Legal commitments:

Upon appointment, the Institutional Liaison is responsible for reviewing and signing off on organizational bylaws.

Qualifications / Skills Requirements:

The individual in this role should be one who is passionate about the mission and purpose of the organization. This individual should have a substantial network in the region. Communication is extremely important for this role.