

WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

JOB DESCRIPTION

TITLE: Immediate Past President

SUMMARY OF DUTIES: Acts as the resource person and historian for the newly elected WSHHRA officers.

SPECIFIC RESPONSIBILITIES:

1. Attend Board and Business meetings as a full voting member of the Board.
2. Chair the nominating committee and validate election of officers by tabulating ballot results together with two (2) other active members not running for office or other disinterested parties.
3. Members of the Association may direct concerns and questions regarding the performance of duties of officers or committee members to the Immediate Past President.
4. Conduct the annual nomination and selection of the Kathy Franz award winner, using a selection committee made up from the board, (or others selected by the chair).
5. Complete and submit the Chapter Management Award applications to ASHHRA within required timeframes for recognition as a STAR Chapter.
6. Serve as a Board Member of WSHHRA and represent the needs of the membership and the goals of WSHHRA to the best of one's ability.
7. In the absence of the board member, the board member will arrange for coverage at the board meeting.

Effective 3/1997

Revised 02/2014

Revised 01/2020