

WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

JOB DESCRIPTION

TITLE: President Elect

SUMMARY OF DUTIES: Responsible for the planning and coordination of the conferences of the Washington State Healthcare Human Resources Association.

SPECIFIC RESPONSIBILITIES:

1. 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.
2. Willingness to make of commitment over a 3 year period to president-elect, president, and immediate past-president.
3. In the absence of the board member, the board member will arrange for coverage at the board meeting.
4. Attend Board and Business meetings as a full voting member of the Board.
5. Secure location and catering for each of 1-2 conferences annually.
6. Plan the conference program - contact and secure speakers. Secure recertification credits through accreditation bodies, SHRM, HRCI and ASHHRA.
7. Coordinate all communication regarding the conference to the Board and membership.
8. Coordinates and assembles conference materials.

effective 3/1997

Revised 2/2012

Revised 1/2020