

WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

JOB DESCRIPTION

TITLE: President Elect

SUMMARY OF DUTIES: Responsible for learning the process of planning and coordinating the conferences of the Washington State Healthcare Human Resources Association, and the responsibilities of the President.

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. Shadow the President in planning and implementing the annual member conference, taking on portions of the responsibilities in support of the President.

effective 3/1997

Revised 2/2012

Revised 1/2020

Revised 9/2020