

WASHINGTON STATE HEALTHCARE HUMAN RESOURCES ASSOCIATION

JOB DESCRIPTION

TITLE: President

SUMMARY OF DUTIES: Responsible for oversight of all WSHHRA responsibilities and serves as a resource to other officer positions.

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. Organize and host Board and Business meetings as a full voting member of the Board.
5. Members of the Association may direct concerns and questions regarding the performance of duties of officers or committee members to the President.
6. Secure location and catering for each of 1-2 conferences annually. Mentoring the President-Elect on the process.
7. Plan the conference program - contact and secure speakers. Secure recertification credits through accreditation bodies, SHRM, HRCI and ASHHRA. Mentoring the President-Elect on the process.
8. Coordinate all communication regarding the conference to the Board and membership. Mentoring the President-Elect on the process.
9. Coordinates and assembles conference materials. Mentoring the President-Elect on the process.
10. Develop relationships with other organizations and associations, including WSHA and ASHHRA to see if opportunities exist for joint events, etc.
11. Coordinate vendor support for conferences – including vendor needs, logistics, communication, documents related to sponsorship opportunities, and other vendor

requests. Board must be kept informed of exceptional requests from vendors.
Mentoring the President-Elect on the process.

12. Communicate with the membership bi-annually through the use of a President's Newsletter to provide updates on the news of the Chapter, one of these being an annual end of year wrap up.

effective 3/1997

revised 2/2012

revised 1/2020

revised 9/2020