

DRAFT

**National Association of Health Unit Coordinators
Proposed Board of Directors Job Descriptions under
New Restructured Plan**

General Qualifications

Qualifications of Board of Directors (Bylaws 4.3. and 5.3.)

1. Shall be an active and/or retired member of NAHUC in good standing for three (3) years.
2. Except for President, shall have served NAHUC on a national, regional, state or local level for one (1) term or shall have observed at least one (1) full national board meeting.
3. In order to serve as President, shall have served on the Board of Directors for at least one year.
4. Is a current Certified Health Unit Coordinator.
5. Has been a Health Unit Coordinator practitioner, educator and/or supervisor for at least three (3) years.
6. Shall be willing to assume full responsibility of the office, i.e., time and financial requirements for the term on the Board of Directors.
7. All officers (President, Vice President, Secretary/Treasurer) need to be bondable.

Terms and Limits

8. All terms will be for 3 years.
9. No individual may serve more than three (3) consecutive terms in the same position.
10. Individual needs to wait one (1) term before running for the same position or being appointed to the same position.

General Duties of all Board of Directors

11. Solicits members of ad hoc and standing committees, and successors for the Board of Directors positions.
12. Assists the Education Board with the Summer Educational Conference.
13. Attends all meetings of the Board of Directors.
14. If unable to attend the Board of Directors meetings, must send correspondence to the President of the reason why they cannot attend. If they do not communicate it will be considered an unexcused absent. In the event of 2 unexcused absences or 3 absences, this will constitute grounds for dismissal from the board of Directors (per Policy #711).

15. Submits a yearly article for the January issue of *the Coordinator*.
16. Submits annual and bi-annual reports to the Board of Directors.

President

1. **Bylaw 4.4.a.:** Shall preside at all meetings, shall be the chief executive officer of the corporation and shall have general control of the activities of the Association.
 - a. Creates the agenda for the Board of Directors meetings.
 - b. Sends out the agenda and discussion items to the Board of Directors prior to the meeting.
 - c. Determines the place to meet for the Winter Board meeting.
 - d. Facilitates the discussion at the board meetings.
 - e. Calls for a vote on motions written.
 - f. Gives the gavel to the office immediately after last meeting as President.
2. **Bylaw 4.4.b.:** Serves as the official spokesperson of the Association.
 - a. Communicates with office.
 - b. Communicates with outside organizations or delegates to the appropriate individual.
 - c. Submits the President's Message for each publication of *the Coordinator*.
3. **Bylaw 4.4.c.:** Shall be ex-officio member of all standing and ad hoc committees.
 - a. Assists as needed to accomplish goals.
 - b. Sends a letter to all award winners and nominees including their employers. Office may assist as requested
4. **Bylaw 4.4.d.:** Solicits and/or appoints members of ad hoc and standing committees.
 - a. Appoints members to committees as approved by the Board.
 - b. Writes or delegates the writing of appointment letters, with a copy to committee chairperson.
 - c. Writes or delegates the writing of a letter to new member's supervisor if requested.
 - d. Sends thank you letter to outgoing committee members, along with Certificate of Appreciation if outgoing member not present at General Assembly.
 - e. Sends thank you letter to outgoing Board member, along with Certificate if outgoing member not present at General Assembly.
5. **Bylaw 4.4.e.:** May execute and deliver in the name of the corporation any deeds, mortgages, bonds, contracts or other instruments.

- a. Signs all contracts (hotel, office, etc.).
6. **Bylaw 4.4.f.:** Responsible for the administration of the budget.
 - a. Member of the Fiscal Affairs committee.
 - b. Approves all disbursements.
 - c. Approves all credit card purchases.
7. **Bylaw 4.4.g.:** Appoints a replacement for any officer or member unable to complete a term until the next scheduled election is held. This appointment is subject to the affirmative vote of a majority of the Board of Directors.
8. **Bylaw 4.4.h.:** Signs approved minutes with the Secretary/Treasurer prior to publication.
9. **Bylaw 4.4.i.:** And in general shall perform all duties incident to the office of President and such other duties as may from time to time be prescribed by the Board of Directors.
 - a. With the help of the Secretary/Treasurer, Education Board and Program Committee plan and delegate duties for the NAHUC Educational Conference. The President, Secretary/Treasurer or Education Board Director will assume the position of Chair of the Program Committee.
 - b. Responsible for the Installation Program at the annual Educational Conference. This will be held every 3 years.
10. **Bylaw 4.4.j.:** Serves a term of three years.

Vice President

1. **Bylaw 4.5.a.:** Assumes the President's duties in the President's absence.
 - a. Conducts the Board of Directors meeting if there is an issue that involves the President.
 - b. Approves disbursements if the President is not available.
2. **Bylaw 4.5.b.:** Acts as liaison to committees.
 - a. Receives applications for committees and presents them at the Board of Directors meeting for discussion and a vote for appointment.
 - b. Reviews the Candidate application annually for any corrections or changes.
 - c. Acts as Action Assignment Scribe at Board Meetings.
 - d. Facilitates annual signing of Conflict of Interest forms by Board of Directors members and Committee Chairs.
 - e. Assists committees as needed to meet their goals.
3. **Bylaw 4.5.c.:** Assumes the Presidency if the President resigns or is removed.

4. **Bylaw 4.5.d.:** Performs such other duties as may be prescribed by the Board of Directors.
 - a. Chairs the Bylaws and Policy Committee, including writing new policies, revising policies, and reviewing policies on the current review time table.
 - b. Responsible for the Lunch at the annual Educational Conference.
 - c. Member of the Fiscal Affairs Committee.
 - d. Chairs the Archives Committee and works with committee members to preserve the history of NAHUC.
 - e. Chairs the Marketing Committee and works with committee members to market the organization, by introductions to colleges, hospitals and other medias.
5. **Bylaw 4.5.e.:** Serves a term of three years.

Secretary/Treasurer

1. **Bylaw 4.6.a.:** Keeps minutes of the proceedings of all meetings.
 - a. Brings the sign-in sheet to all meetings, and makes sure each Board Member signs the sheet.
 - b. Keeps past minutes and attachments, and brings the most recent ones to the BOD meetings, including General Assembly minutes.
 - c. Responsible for the motion and action slips and brings them to the meetings.
 - d. Types and distributes action assignments to the Board of Directors.
 - e. Sends a copy of the draft minutes to the Board of Directors.
 - f. Submits an article for *the Coordinator* yearly with the highlights of the Board of Directors meetings and General Assembly meeting.
 - g. Prepares the General Assembly meeting minutes for display at the annual Educational Conference.
2. **Bylaw 4.6.b.:** Gives all required notices.
3. **Bylaw 4.6.c.:** Signs approved minutes with the President prior to publication.
 - a. Makes corrections of the meeting minutes and sends them to the President for signature prior to sending them to the office for publication on the NAHUC web page.
 - b. Makes corrections of the General Assembly minutes and sends them to the President for signature prior to sending them to the office for publication on the NAHUC web page.

4. **Bylaw 4.6.d.:** Shall have charge and custody of all funds of the corporation.
 - a. Initiates the changing of names on all bank and credit card accounts when officers switch.
 - b. Initiates the changing of names on the fidelity bond when officers switch.
 - c. Prepares all necessary financial and accounting statements for the NAHUC accountant and submits at the end of the fiscal year. The accountant will prepare the annual corporation income tax and submit to the Internal Revenue Service.
 - d. Files the annual report with the Arizona Corporation Commission every August. NAHUC's statutory agent is National Registered Agents, Inc. (information on file at office).
 - e. Approves the NAHUC Chapter listing prior to the office sending it to the IRS before January 15 each year.
5. **Bylaw 4.6.e.:** Shall keep and render accurate accounts of all receipts and disbursements, and shall deposit all monies of the corporation in such banks or depositories as the directors shall designate.
 - a. Maintains detailed records of all income and expenditures.
 - b. Reconciles bank accounts, and sends monthly reconciliation reports to the President.
 - c. Keeps financial records in a secure location.
 - d. Processes NSF checks by notifying the office when checks are returned unprocessed.
6. **Bylaw 4.6.f.:** Creates and monitors the budget.
 - a. Chairs of the Fiscal Affairs Committee.
 - b. Sends the initial draft of the budget to the Fiscal Affairs Committee members by the end of the calendar year.
 - c. Distributes the proposed budget two weeks before the Board of Directors Winter meeting.
 - d. Updates the budget after meetings as approved by the Board of Directors, and sends revised budget to the Board members.
7. **Bylaw 4.6.g.:** Prepares and presents financial reports.
 - a. Sends monthly financial reports (Profit/Loss Statement and Balance Sheet) to the Board of Directors.
 - b. Submits the annual Treasurer's report that includes the end of year Profit/Loss statement and Balance Sheet for the January issue of *the Coordinator*.

- c. Presents the total Income/Expense Report and Balance Sheet during General Assembly.
 - d. Submits a detailed financial Education Conference report to the Board of Directors.
8. **Bylaw 4.6.h.:** Shall have the power to endorse for deposit all instruments received by the corporation.
 - a. Sends all income to the NAHUC office to be deposited.
9. **Bylaw 4.6.i.:** Shall disburse funds of the corporation as directed by the Board of Directors.
 - a. Follows the approved budget.
 - b. Requests Board approval for budget changes.
 - c. Sends disbursement checks, a copy of the invoice/reimbursement request, and a stamped and addressed envelope to the President for co-signature.
 - d. Notifies the President of all other disbursements or transfers of money.
 - e. Maintains NAHUC credit card and oversees credit card purchases with president's approval
10. **Bylaw 4.6.j.:** Shall perform such other duties as may from time to time be prescribed by the Board of Directors.
 - a. Reviews Certification Board financial records, along with the Fiscal Affairs Committee.
 - b. With the help of the President, Education Board and Program Committee plan and delegate duties for the NAHUC Educational Conference. The President, Secretary/Treasurer or Education Board Director will assume the position of Chair of the Program Committee
 - c. Maintains a hotel listing of all past Conferences for credit references and general information.
11. **Bylaw 4.6.k.:** Serves a term of three years.

Communication Director

1. **Bylaw 5.5.a.:** Oversee the publications and products of the Association.
 - a. Oversee the publication of *the Coordinator* with assistance from the Publication Committee and the NAHUC office management.
 - b. Chairs the Publication Committee and promotes the submission of articles for *the Coordinator*.
 - c. Reviews NAHUC publications and makes recommendations for changes.

- d. Manages the NAHUC web page with the assistance of the NAHUC office management.
 - e. Manages the Face Book page and sends correspondence to the appropriate Board Member/Committee and the NAHUC office management.
 - f. Assists with the creation of the annual Educational Conference brochure.
 - g. Works with the Treasurer to obtain merchandise to be sold at the Educational Conference and in the office. I.e. t-shirts, pens, etc.
 - h. Works with manufacturing companies with the help of the NAHUC office for requests to promote Health Unit Coordinating by using their available products.
2. **Bylaw 5.5.b.:** Shall perform such other duties as may from time to time be prescribed by the Board of Directors.
 - a. Oversees Ad Hoc Committees as needed and directed from the Board of Directors.
 - b. Works with outside publication agency for newspaper articles, information published in books, etc.
 - c. Markets the Educational Conference to members and facilities.
 - d. Oversees the poster contest at the Educational Conference. Helps with the development of the poster to be sold to members.
 3. **Bylaw 5.5.c.:** Serves a term of three years

Membership Director

1. **Bylaw 5.6.a.:** Represents the customer service needs of the Association's membership by evaluating member needs, implementing member marketing strategies, and providing membership recognition.
 - a. Networks with members, promotes NAHUC and certification, assists Chapters, facilitates regional workshops, and represents the members at the Board of Directors meeting.
 - b. Assists Chapters with affiliation and communication along with the assistance of the NAHUC office management company.
 - c. Keeps a log of current Chapters. Corresponds with the Chapters, with the assistance of the NAHUC office management company.
 - d. Manages solicitation of members for the Board of Directors and committees. Chairs the Nominating Committee.
 - e. Appoints state/area liaison's to assist the members in their state or area. Assists and communicates needs with them.
 - f. Holds membership meeting at the annual Educational Conference.

- g. Chairs the Awards committee. Solicits nominees for the annual awards.
 - h. Solicits facilities to become Institutional Providers by providing them information on the benefits of Institutional Providership and ways NAHUC supports them.
 - i. Holds an annual state/area liaison meeting.
 - j. Holds a "How to Form a Chapter" workshop at the Educational Conference as requested by the Board of Directors.
2. **Bylaw 5.6.b.:** Shall perform such other duties as may from time to time be prescribed by the Board of Directors.
3. **Bylaw 5.6.c.:** Serves a term of three years

Certification Board Director

1. **Bylaw 5.7.a.:** Oversees the Certification Committee of the Board.
- a. Maintain a national certification program for health unit coordinators.
 - b. Oversee the testing procedure.
 - c. Coordinate with the testing agency the administration of the certification testing.
 - d. Keep files of applicants and results.
 - e. Set the testing fee with the approval of the Board of Directors.
 - f. Review test analysis report.
 - g. Review summary report of test program operations.
 - h. Follow responsibilities to applicants, the public, and employers.
 - i. Conduct a job analysis as needed to keep the certification examination current.
 - j. Provide a means to check the continued competency of health unit coordinators.
 - k. Oversees the Certification Board budget and funds.
 - l. Holds an annual Certification Board meeting.
 - m. Meets with the Fiscal Affairs Committee annually to review financial records.
 - n. Presents the total Income/Expense Report and Balance Sheet during General Assembly.
2. **Bylaw 5.7.b.:** Appointed by the President and approved by the Board of Directors.
3. **Bylaw 5.7.c.:** Serves a term of three years.

Education Board Director

1. **Bylaw 5.8.a.:** Oversees the Education Committee of the Board.
 - a. Establish, update, and support recognized standards of education for primary/initial and secondary/continuing Health Unit Coordinator education programs.
 - b. Develop, implement, and monitor alternative educational activities such as, but not limited to web quizzes, *the Coordinator* quizzes, etc.
 - c. Develop, implement, and monitor resources for health unit coordinators and educators.
 - d. Develop, implement, and monitor the process of awarding contact hours.
 - e. Compile and monitor data on Health Unit Coordinator education programs.
 - f. Publicize information on education for health unit coordinators and educators.
 - g. Develop, implement, and monitor education board policies in accordance with NAHUC policies.
 - h. Holds an annual Education Board meeting.
 - i. With the help of the President, Secretary/Treasurer and Program Committee plan and delegate the NAHUC Educational Conference. The President, Secretary/Treasurer or Education Board Director will assume the position of Chair of the Program Committee.
2. **Bylaw 5.8.b.:** Appointed by the President and approved by the Board of Directors.
3. **Bylaw 5.8.c.:** Serves a term of three years.
4. **Bylaw 5.8.d.:** Shall be an educator who has three (3) years experience in a HUC program in the academic setting or who has had three (3) years teaching experience in a hospital-based HUC training/classroom program.

Committees/Boards

1. The committees are made up of members of NAHUC. Chairs of these committees will be a member of the Board of Directors except for the Ethics committee.
2. The Ethics committee shall not have any BOD member on the committee in order to avoid any conflict of interest.
3. List of Standing Committees:
 - a. Archives
 - b. Awards

- c. Ethics
- d. Marketing
- e. Merchandising
- f. Nominating
- g. Publication
- h. Program
- i. State/Area Representatives

