

**Pacific Coast College Health Association  
Officer Job Descriptions  
2006**

**PRESIDENT**

- Requirements:           1. Current member of PCCHA.  
                                  2. On the staff of a PCCHA institution throughout term of office.
- Term of Office:           1. One year, or until successor is elected and assumes office.
- Primary Functions:       1. Presiding officer of the Executive Committee (EC).  
                                  2. Presiding officer of all PCCHA business meetings.  
                                  3. Appoints the chair and creates a yearly charge letter for all standing and ad hoc committees, unless otherwise stated in the bylaws.  
                                  4. Oversees operation of the PCCHA.  
                                  5. Appoints one PCCHA member to serve a two-year term as a Member-at-Large.
- Other Functions:         1. Consults with the Regional Representative regarding ACHA business and strategic plan.  
                                  2. Submits (or designates a representative who shall submit) the annual report of its affiliate activities through the regional representative to the Board of Directors of the Association.  
                                  3. The President with the Regional Representative represents PCCHA at any ACHA Affiliate Officers meetings.
- Additional Information:   1. The President will automatically succeed to the position of Immediate Past President.  
                                  2. Vacancies in officer positions which occur between annual meetings shall be filled as follows: The president-Elect succeeds the President. The President, in consultation with and through majority vote of the Executive Committee, shall fill a vacant officer position by appointment, to serve until the next election.

**PRESIDENT ELECT**

- Requirements:           1. Current member of PCCHA.  
                                  2. On the staff of a PCCHA institution throughout term of office.
- Term of Office:           1. One year, or until successor is elected and assumes office.
- Primary Functions:       1. Chairs PCCHA meetings in the absence of the President.  
                                  2. Serves as the PCCHA Webmaster  
                                  3. Assists the President as requested.  
                                  4. Is a member of the Executive Committee.
- Other Functions:
- Additional Information:   1. The President will automatically succeed to the position of President.

**VICE-PRESIDENT**

- Requirements:           1. Current member of PCCHA.  
                                  2. On the staff of a PCCHA institution throughout term of office.
- Term of Office:           1. One year, or until successor is elected and assumes office.
- Primary functions:       1. Responsible for the affiliates' professional development.  
                                  2. Chairs the professional development committee.  
                                  3. Assists the President as requested.  
                                  4. Is a member of the Executive Committee.

Other Functions:  
Additional Information:

### **VICE-PRESIDENT-ELECT**

Requirements: 1. Current member of PCCHA.  
2. On the staff of a PCCHA institution throughout term of office

Term of Office: 1. One year, or until successor is elected and assumes office.

Primary functions: 1. Appoints one enrolled student from their institution to serve a two-year term as a Student Representative. (There are two Student Representatives.)  
2. Serves as a member of the professional development committee.  
3. Assists the President as requested.  
4. Is a member of the Executive Committee.

Other Functions:

Additional Information: 1. The Vice-President-Elect succeeds the Vice President.

### **SECRETARY**

Requirements: 1. Current member of PCCHA.  
2. On the staff of a PCCHA institution throughout term of office.

Term of Office: 1. One year, or until successor is elected and assumes office.

Primary functions: 1. Assists the President and other officers as requested.  
2. Serves as a member of the Executive Committee.  
3. Records and posts the minutes of the business meetings of PCCHA.  
4. Receives all ballots and announces the election results at the annual business meeting.  
5. Reviews the PCCHA By-Laws to insure their adequacy in reconciling with the ACHA By-Laws, and recommending changes, if any to the Executive Committee for vote.  
6. Is a member of the Executive Committee.

Other Functions:

Additional Information:

### **TREASURER**

Requirements: 1. Current member of PCCHA.  
2. On the staff of a PCCHA institution throughout term of office.

Term of Office: 1. One year, or until successor is elected and assumes office.

Primary functions: 1. Chair of the Finance Committee.  
2. Prepares the annual budget.  
3. Oversees the financial operations.  
4. Oversees the transfer of dues.  
5. Oversees the current membership list from ACHA.  
6. Reports on the financial operation.  
7. Presents the budget for approval at the annual business meeting.  
8. Is a member of the Executive Committee.

Other Functions:

Additional Information:

### **HISTORIAN**

Requirements: 1. Current member of PCCHA.  
2. On the staff of a PCCHA institution throughout term of office.

Term of Office: 1. One year, or until successor is elected and assumes office.  
Primary functions: 1. Compiles a yearly online scrapbook of significant events that shape the organization throughout a year. These events may be within PCCHA or within Society at large.  
2. Assists the President as necessary.  
3. Serves on the Executive Committee.

Other Functions:  
Additional Information:

#### **IMMEDIATE PAST PRESIDENT**

Requirements: 1. Current member of PCCHA.  
2. On the staff of a PCCHA institution throughout term of office.

Term of Office: 1. One year, or until successor is elected and assumes office.

Primary functions: 1. Serves as requested by the President as a member of the Executive Committee.

Other Functions:  
Additional Information:

#### **REGIONAL REPRESENTATIVE**

Requirements: 1. Current member of PCCHA.  
2. On the staff of a PCCHA institution throughout term of office.

Term of Office: 1. Is selected and serves a two-year term of office as outlined in the ACHA By Laws.

Primary functions: 1. Serves as the governance link for the Affiliates in the region to the ACHA Board of Directors.  
2. Regularly requests input from the affiliate executive committee and general membership on issues slated to come before the ACHA Board of Directors.  
3. Submits written reports of affiliate executive committee decisions and regional activities to the ACHA Board of Directors.  
4. Regularly posts written reports of ACHA Board of Director discussions and decisions.  
5. Provides a year-in-review report to the general membership at the annual business meeting.  
6. Is a member of the Executive Committee.

Other Functions:  
Additional Information:

#### **STUDENT REPRESENTATIVES (two)**

Requirements: 1. Is from the institution of the Vice-President-Elect.  
2. Is selected by the Vice-President-Elect.

Term of Office: 1. Serves a two-year term of office.

Primary functions: 1. Represents the interests of college students.  
2. Serves as a member of the Executive Committee.

Other Functions:  
Additional Information:

#### **MEMBERS-AT-LARGE (two)**

Requirements: 1. Current member of PCCHA  
2. On the staff of a PCCHA institution throughout term of office

Term of Office: 1. Two years  
2. There are two Members-At-Large with one Member-At-Large appointed by the President each year to serve a two year term.

Primary Functions: 1. One Member-at-Large serves as chair of the Research and Grants Committee.  
2. One Member-at-Large serves as chair of the Awards Committee.  
3. Both of the Members-at-Large serve as voting members of the Executive Committee.

Other Functions: 1. Both of the Members-at-Large assist the President as necessary.

Additional Information:

### **COMMITTEES**

The **Awards Committee** seeks nominations for PCCHA awards for achievement and excellence and selects the individual(s) or program(s) to receive each award. Awards include the Ruby Rich Burgar Award, the Golden Gull Awards, and the Mary Lou Holland Award. The committee reports their selections to the Executive Committee for approval and announces award recipients at the PCCHA annual meeting . The chair selects the committee members.

The **Research and Grants Committee** solicits grant proposals for innovative and/or research projects relevant to college health or the health of students and awards grants including the "Joel C. Grinolds, M.D." research grants. The committee reports their selection(s) to the Executive Committee for approval and announces grant recipients at the PCCHA annual meeting . The chair selects the committee members.