

**CENTRAL COLLEGE HEALTH ASSOCIATION  
OFFICERS JOB DESCRIPTIONS**

**ELECTED OFFICES**

**IMMEDIATE PAST PRESIDENT**

Term of Office: One year

Primary Functions: Act as consultant to the organization and conference planning committee  
Serve on the Executive Board

Other Functions: Chair Nominating Committee assisted by Members-At-Large and present Ballot of Officers at Executive Board Meeting and CCHA Annual Meeting

**PRESIDENT**

Term of Office: One year

Primary Functions: Responsible for general running of the organization  
Chair and conduct the Executive Board Meeting and annual CCHA Business Meeting  
Chair and conduct the Summer Executive Board Meeting  
Complete annual affiliate reports as directed by ACHA

Other Functions: ACHA liaison as appropriate  
Appoint audit committee to conduct annual audit of financial records of CCHA with the assistance of the Members-at-Large  
Communicate with Executive Board any ACHA/CCHA news or business throughout the year  
Attend Leadership Day and conduct affiliate meeting at ACHA annual meeting \*

**PRESIDENT-ELECT**

Term of Office: One year

Primary Functions: Act as President in absence of President  
Serve on the Executive Board

Other Functions: Attend Leadership Day and affiliate meeting at ACHA annual meeting \*  
Chair By-Laws Review Committee as directed by Executive Board

**VICE-PRESIDENT**

Term of Office: One year

Primary Functions: Serve as CCHA Executive Board member liaison to Program Planning Chair for CCHA Annual Meeting.  
Serve on the Executive Board

Other Functions: Chair Membership Committee assisted by Members-At-Large  
Annual review of all written policies of the Affiliate (Profession Development Grant, CCHA Annual Meeting Stipend, Conflict of Interest, and others)

## **SECRETARY**

Term of Office: One year with unlimited extensions

Primary Functions: Serve on the Executive Board  
Present minutes from the past year at Executive Board Meeting and CCHA Annual Meeting  
Record minutes at all official Executive Board meetings and at the CCHA Annual membership meeting  
Responsible for official Affiliate correspondence at the request of the President

## **TREASURER**

Term of Office: Three years with unlimited extensions

Primary Functions: Serve on the Executive Board  
Present treasurer's report from the past year at Executive Board Meeting and Annual Meeting  
Maintain financial records of Association and complete necessary IRS tax reporting to ACHA annually

Other Functions: Purchase and present thank you gift to Program Planning Chair hosting CCHA annual meeting  
Purchase recognition gifts for ACHA/CCHA honorees  
Notify applicants for Professional Development Grant of approval/denial of funding after annual conference  
Notify applicants for Conference Attendance Stipend of approval/denial of funding after annual conference  
Notify hosting institution of Hosting Institution Stipend after conference financial report filed with Treasurer  
Liaison with ACHA Membership Coordinator

## **MEMBERS AT LARGE**

Term of Office: Two years

Primary Functions: Serve on the Executive Board with CCHA officers  
Attend Executive Board Meeting held during CCHA annual meeting  
Serve on Nominating Committee with Immediate Past President as Chair  
Serve on Membership Committee with Vice President as Chair  
Serve on By-Laws Committee with President-Elect as Chair

Other Functions: Recommend audit committee members to the President

There is two Members-At-Large from each of the three states in Central College Health Association Affiliate: Nebraska, Missouri, Kansas.

## **APPOINTED POSITIONS (NON-Voting Member)**

### **PROGRAM PLANNING CHAIR**

Term of Office: One year

Primary Functions: Chair and host the CCHA Annual Meeting  
Work with the CCHA Committee Liaison in scheduling the Executive Board Meeting and Annual Business Luncheon Meeting as a component of the CCHA Annual Meeting

Other Functions: Program planner will include content on leadership and ACHA as recommended by the Executive Board  
Program planner will submit a conference financial statement and proceeds to the CCHA Treasurer within six months following the meeting

### **COMMUNICATIONS EDITOR**

Term of Office: One year with unlimited extensions

Primary Functions: Serve on the Executive Board  
Disseminate information of mutual interest to affiliate members  
Work in conjunction with ACHA to keep CCHA website up to date and accurate  
Liaison for CCHA listserv host  
Assist Committee Officers with meeting agenda templates

Other Functions: Maintain communication with ACHA

### **HISTORIAN**

Term of Office: One year with unlimited extensions

Primary Functions: Maintain historic record of the Affiliate

**All members of the Executive Board must maintain membership in ACHA while serving.**

\* Refer to CCHA Annual Meeting Stipend Award guidelines