



## **PCCHA EXECUTIVE BOARD POSITIONS & RESPONSIBILITIES**

### **President**

The President shall serve as the presiding officer of the Executive Board and all PCCHA business meetings. The President appoints the chair and creates a yearly charge letter for all standing and ad hoc committees, unless otherwise stated. The President oversees the operation of the PCCHA. The President consults with the Regional Representative regarding ACHA business and strategic plan. The President, or other designated representative, shall submit an annual report of its affiliate activities through the Regional Representative to the Board of Directors of the Association. The President will automatically succeed to the position of Immediate Past President. The President and the Regional Representative represent PCCHA at any ACHA Affiliate Officers meetings. The President collaborates with the Treasurer to ensure the fiscal accountability of funds and serves on the Finance Committee. The President or appointee actively works to cultivate vendor relationships. The President establishes annual objectives with the President-Elect.

### **President-Elect (Elected)**

The President-elect chairs PCCHA meetings in the absence of the President, collaborates with the President to establish annual objectives, identifies potential appointees for Member-at-Large positions, and assists the President as requested. The President-elect will automatically succeed to the position of President. The President-elect is a member of the Executive Board.

### **Vice-President**

The Vice-President oversees professional development efforts for the region, coordinates the annual regional conference and assists the President as requested. The Vice-President is a member of the Executive Board.

### **Vice-President-Elect (Elected)**

The Vice-President-Elect succeeds the Vice President and supports the work of the Vice-President. The Vice-President-Elect will automatically succeed to the position of Vice-President and is a member of the Executive Board.

### **Secretary (Elected)**

The Secretary assists the President and other officers as requested. The Secretary is responsible for recording and posting the minutes of the PCCHA business meetings to the website. The Secretary is responsible for ensuring PCCHA By-Laws align with the ACHA By-Laws and recommending changes, if any, to the Executive Board for vote. The Secretary will also be responsible for publishing regular PCCHA newsletters. The Secretary is a member of the Executive Board.



### **Treasurer (Elected)**

The Treasurer serves as chair of the Finance Committee comprising of the Treasurer, President and Immediate Past President. The Treasurer is responsible for preparing the monthly budget and for overseeing the financial operations which include reimbursements, deposits, accounts receivable/payable tasks, and fiscal budget reconciliation. The Treasurer reconciles the transfer of dues with the current membership list from ACHA. The Treasurer reports on the financial operation and presents the budget for approval at the annual business meeting. The Treasurer is a member of the Executive Board.

### **Immediate Past President (Elected)**

With an aim toward diverse regional representation, the Immediate Past-President recruits and nominates individuals to serve on the incoming executive board. The Immediate Past-President solicits new membership and is responsible to create a membership growth plan for the upcoming year. The Immediate Past-President also serves on the Finance Committee and is a member of the Executive Board.

### **Historian (Elected)**

The Historian compiles an annual online record of PCCHA events and assists the President as necessary. The Historian maintains and updates the PCCHA Google Drive. The Historian will play an active role in communicating the PCCHA narrative and images as requested by the Executive Board. They will also be charged with managing relevant social media accounts and updating the PCCHA website with relevant documents (e.g. agenda, minutes, treasurer's report, updated by-laws, newsletters, etc)

### **Regional Representative to ACHA Board (Elected\*)**

[As outlined in the ACHA bylaws Article X, Section 4](#)

The principal function of Regional Representatives is to provide a communication link between members and affiliates in their region and the leadership of the Association. The Regional Representative shall serve as the official representative Association leadership at meetings of the affiliate organizations when requested by the President or Board of Directors. Regional Representatives are responsible for presenting discussion items from regional affiliate leadership and other members in their regions to the Board of Directors. Lastly, Regional Representatives are responsible for appointing a regional member to the Nominating Committee who will serve a concurrent two-year term with each Regional Representative. Additional duties may be assigned by the Board of Directors.



### **Student Representative (Appointed)**

The Student Representative is responsible for representing the interests of college students and serves as a member of the Executive Board. The Student Representative will assist the secretary with publishing the quarterly PCCHA newsletters and assist the Vice President with the annual conference planning.

### **Members-at-Large (2) (Appointed)**

Member at Large for Grants oversees the call for submissions, convenes the Grants Committee, reviews submissions, and makes subsequent recommendations to the Executive Board. The Member at Large for Grants presents the Mini and the Joel Grinolds grants and publicizes the results.

Member at Large for Awards oversees the call for submissions, convenes the Recognition Awards Committee, reviews submissions, and makes subsequent recommendations to the Executive Board. The Member at Large for Awards presents the Ruby Rich Burgar, the Golden Gull, and the Affiliate New Professional awards and publicizes the results. The Member at Large for Awards will report overview of upcoming fellowships to the Executive Board.

Both Members-at-Large assist the President as necessary and serve on the Annual Conference Planning Committee with the Vice-President. The Members-at-Large serve on the Executive Board.

### **Vacancies**

With approval of the Executive Board, the President shall fill a vacant officer position by appointment to serve until the next election.



**PCCHA Time Commitment of Elected and Appointed Executive Board Information:**

Position	Years committed	Monthly meeting	Estimated monthly time commitment	Months when commitment is greater	Attendance at PCCHA Conference	Attendance at ACHA conference	Responsibilities
President-Elect (3 year commitment)	Year 1- Pres Elect	Yes	3-6 hrs	Depends on committee service	Expected	Desired	Lead meetings when president is out, sets annual objectives (for upcoming term), helps identify members for positions, assists president, committee work
	Year 2- President	Yes	10-12 hrs	Fairly even	Expected	Expected	Lead meetings, appoint positions/ committee chairs/members, lead PCCHA to achieve goals, submit annual report to ACHA, represent PCCHA at Affiliate Officers meetings
	Year 3- Past President	Yes	2-4 hrs	Fairly Even	Desired	Desired	Nominating committee chair; committee work; membership
Vice-President Elect (2 year commitment)	Year 1- VP Elect	Yes	2-4 hrs	Fall	Expected	Desired	Help plan and implement annual meeting, appoint a



							student for program committee.
	Year 2 – Vice President	Yes	6-12 hrs	Summer through Fall	Expected	Expected	Chairs professional development committee, coordinates planning for PCCHA conference – oversees work of contracted meeting planner
Secretary	2 Year	Yes	2-4 hrs	Fairly Even	Expected	Expected	Records and posts minutes. Assists with communications and PCCHA newsletter. Monitors PCCHA website. Assists with elections (getting ballots out and vote counting). Assists officers as requested.
Historian	2 Year	Yes	2-4 hrs	Fairly Even	Expected	Desired	Compiles archival information. Assists President as needed.
Treasurer	2 Year	Yes	2-4 hrs	Fairly Even	Expected	Desired	Maintains financial ledgers and the association books. Maintains and produces treasurer report and financial reconciliations monthly.



Members at Large	2 Year	Yes	2-4 hrs	Fairly Even	Expected	Desired	Facilitates respective teams and oversees PCCHA grant/reward programs. Identifies grant/award recipients.
Student Rep	1 Year	Yes	2-4 hrs	Fairly Even	Desired	Desired	Assists on various projects as assigned
Regional Representative to ACHA Governing Board <ul style="list-style-type: none"> <li>- Nominations provided by PCCHA board to ACHA</li> <li>- Separate call for nominations conducted by PCCHA every other year</li> </ul>	2 year	Yes	2-4 hrs	Fairly Even	Desired	Desired	Has PCCHA related duties.  Has ACHA related governing board duties  ACHA related travel