SWCHA Officer Position Descriptions

**President**
The President serves as the presiding officer of the Board of Directors. (The Board of Directors consist of the President, as the presiding officer, the President-Elect, the Immediate Past President, the Secretary/Treasurer, the State Representatives from Arkansas, Louisiana, New Mexico, Oklahoma and Texas, and two Student affiliate representatives). The President serves as an ex-officio member of all committees except the Nominating Committee. The President addresses the business meeting attendees to provide a report on the activities of the Executive Committee. (The President plans, coordinates, and hosts the annual conference at a location of his/her choice, typically the city of his/her institution).

**Immediate Past President**
The Immediate Past President shall be a member of the Board of Directors and Chair of the Nominating Committee. (The Immediate Past President serves as an advisor and is critical to the transition and success of the incoming President and new Officers.

**President-Elect**
The President-Elect shall preside at meetings of the Association and the Board of Directors in the absence of the President. The President-Elect shall assist in the program planning for the annual meeting. (Of note to interested parties: The President Elect, following completion of their term in office, assumes the role of President for the following term - in addition to the Presidential duties outlined in the bylaws this includes hosting of the annual conference - colleges and universities of all sizes and locations have hosted very successful events so do not let that deter you from running for office)

**Secretary/Treasurer**
The Secretary/Treasurer shall prepare the SWCHA budget report. The annual budget of the affiliate must be approved by the Executive Committee. The Secretary/Treasurer shall deliver an annual financial report to the membership at the annual meeting. (This position also takes minutes for the meetings and works closely with the President to assure fiscal responsibility and deadlines are met)

**Historian**
The Historian collects and archives photographs, articles, event highlights, and important documentation of SWCHA. (This information is assimilated and portions of it displayed at SWCHA conferences. The Historian can use creative means to create table top display/scrapbook/power points or other media to showplace SWCHA historical information)

**Regional Representative**
The Regional Representative serves as the liaison to the Executive Committee of the regions they serve. The Southwest Affiliate lies within Region I which also includes the Southern Region. This is an elected position and the term is two years.
**State Representative(s)**
These positions are essential to state development and increased membership of affiliate. Arkansas, Louisiana, New Mexico, Texas and Oklahoma have one representative each who serves a two year term as a member of the Board of Directors. The state representatives provide linkage between the regional organization and his/her individual state. Each state representative acts as an official spokesperson on behalf of the affiliate.

**Student Representative**
The President and President-Elect each will nominate one student. The Board of Directors considers and approves the nominations. Vacancies may be filled through the consensus of the Board of Directors. The Student Affiliate Representative assumes office upon approval by the voting membership on the last business meeting of the annual conference at which they were nominated and approved. The term shall be one year or until her/his successor is selected and assumes office. The Affiliate Student Representatives facilitate student involvement in SWCHA, serves on the Board of Directors, and represents SWCHA student members in the Student Consumer's Section of ACHA.

Each of these positions holds an important role in our organization and helps to steer and grow the Association toward our mission of improving the health of those we serve.