

CENTRAL COLLEGE HEALTH ASSOCIATION

OFFICERS JOB DESCRIPTIONS

ELECTED OFFICES

IMMEDIATE PAST PRESIDENT

Term of Office: One year

Primary Functions: Chairs the Nominating Committee
Member of the Executive Committee

Other Functions: Act as consultant to the organization and conference planning committee
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. Automatically succeed to the position of Immediate Past President

Primary Functions: Serve as the presiding officer of the Executive Committee and all CCHA business meetings
Oversees the operation of the CCHA
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
Collaborates with the Treasurer to ensure the fiscal accountability of funds

Other Functions: Has the ability to create ad hoc committees when necessary
The President and the Regional Representative represent CCHA at any ACHA Affiliate Officers meetings

VICE-PRESIDENT (President Elect)

Term of Office: One year. Automatically succeed to the position of President

Primary Functions: Chair CCHA meetings in the absence of the President
Establishes annual objectives, identifies potential appointees for Member-at-Large positions, and assists the President as requested
Serve on the Executive Board
Serve as the liaison to the professional development committee.

SECRETARY

Term of Office: One year with unlimited extensions

Primary Functions: Assists the President and other officers as requested and serves as a member of the Executive Committee
Responsible for recording and posting the minutes of the business meetings of CCHA
The Secretary performs a role in elections as described above
The Secretary is a member of the Executive Committee

TREASURER

Term of Office: Three years with unlimited extensions

Primary Functions: Serves as chair of the Finance Committee
Responsible for preparing the annual budget and for overseeing the financial operation
Reports on the financial operation and presents the budget for approval at the annual business meeting
Consults with the CCHA President and Vice President for approval prior to disbursement of payment
Member of the Executive Committee

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. May serve multiple terms if nominated and elected. There is two Members-At-Large from each of the three states in Central College Health Association Affiliate: Nebraska, Missouri, Kansas.

Primary Functions: Attend all board meetings and provide an update from their state membership engagement
Serve as a liaison between CCHA board and CCHA members

Serve as point of contact/resource connection for CCHA with other college health professionals in their state
Communicate with other CCHA members-at-large on a regular basis
The members-at-large are members of the Executive Committee

Other Functions: Recommend audit committee members to the President

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.