

NCCHA Position Descriptions

The North Central College Health Association includes the following states:
IOWA, MINNESOTA, NORTH DAKOTA, SOUTH DAKOTA, AND WISCONSIN

Requirements:

- Must be employed in college health in the state represented by the nominee.
(The NCCHA executive board will approve presidential appointments)
- Must be an individual member of American College Health Association (ACHA).

Expectations:

- Participates in both the fall and winter NCCHA board meetings and participates in the August teleconference.
- Attends the NCCHA annual fall conference.
- Encouraged to participate in national ACHA meeting.
- Participates in the development of NCCHA policies and guidelines.
- Outgoing board members are expected to orient new board members in their new positions.

Selection:

- A nominating committee appointed by the president to be chaired by the past president will contact qualified members to develop a slate of nominees.
- The president will announce the nominations at the business session of the annual fall meeting.
- The president will announce the results of the election during the annual fall meeting.
- All ACHA individual members and staff of ACHA member institutions are eligible to vote.
- A majority vote elects.

NCCHA will pay for any NCCHA mailing, phone or printing expenses incurred by a board member.

Member-at-Large

There shall be one member-at-large from each of the NCCHA member states. Election for these positions shall alternate; WI, IA, and ND representatives will alternate years with MN and SD representatives.

Requirements for Position:

See NCCHA Position Description cover page.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as voting officer on the NCCHA executive board.
- Represents members of post-secondary health services from designated state at the NCCHA board meetings.
- Keeps constituents informed of actions of NCCHA board.
- Gathers information from post-secondary health services in specified states to be published in the NCCHA newsletter.
- Assists in encouraging the formation of a network within designated state to enhance NCCHA membership and participation.
- Encourages schools in designated state to become a united member of ACHA/NCCHA by paying annual dues.
- Submits names of colleagues within one's state, for nominee considerations or assigned responsibilities.
- Collaborates with membership chair and other members-at-large periodically regarding common issues and concerns.

Selection:

See NCCHA Position Description cover page.

Term:

A Member-at-Large shall be elected to a two-year term and may be re-elected to serve one additional term.

President

Requirements for Position:

- See NCCHA Position Description cover page.
- Must be able to meet deadlines as set by the ACHA.
- Organizational skills necessary to facilitate committee work and delegate responsibilities.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Notifies ACHA of newly elected NCCHA officers and returning executive board members.
- Serves as a voting officer on the NCCHA executive board.
- Is responsible for the general running of NCCHA.
- Chairs and presides at the NCCHA executive board meetings.
- Maintains an intact board.
- Keep members informed on issues facing our organization.
- Coordinates August teleconference.
- Presides at the annual NCCHA fall meeting. (NCCHA pays for all expenses)
- Appoints ad-hoc committees as needed (chairperson of each committee to be approved by the executive board).
- Solicits member schools to submit applications for student grant projects. Receives grant applications and verifies applicant institution is ACHA/NCCHA member. Notifies recipients with written letter of congratulations and instructs treasurer to issue a check for the amount awarded.
- Provides President's message for each newsletter edition.
- Reviews and approves newsletter content before sending to membership.
- Keeps in contact with Conference Host School and Program Coordinator regarding progress of upcoming Annual NCCHA Conference
- Appoints two NCCHA Members-at-Large to serve on nomination committee, chaired by the Past-President
- Contacts membership concerning nominees for the NCCHA Gail Proffitt Award. Orders the plaque and presents the award to the recipient at annual NCCHA fall conference.
- Contacts membership concerning nominees for ACHA annual awards.
- Contacts membership for retirees and deceased members of NCCHA in order for these individuals to be recognized at the annual ACHA and NCCHA conferences.
- Represents NCCHA at the ACHA national conference by attending the annual ACHA affiliate meeting, newcomer's breakfast, award luncheon/dinner and Leadership Day. (NCCHA pays for all expenses).
- Reserves a meeting space for NCCHA executive board meeting and NCCHA affiliate luncheon or breakfast at the ACHA annual conference. Arranges for teleconferencing if needed.
- Coordinates meeting space for winter board meeting (NCCHA pays for hotel the night before meeting).
- Sends a Summary Report of NCCHA's past year's activities to the ACHA Board of Directors by first week in May.
- Continues to serve on the NCCHA executive board for one year as past president.
- Recognizes scholarship and grant recipients at annual and regional meetings.

Selection:

Automatically moves from president-elect to president at the conclusion of the president-elect term.

Term:

The president serves a one-year term, but the person elected president-elect actually serves three consecutive one-year terms in the following sequence: president-elect, president, and past president.

2/96; 3/96;9/96, DRAFT 10/03; Rev. 12/03; Rev. 5/09; Rev. 8/09; Rev. 02/10, Rev. 05/11

President-Elect

Requirements for Position:

- See NCCHA Position Description cover page.
- Must be able to meet deadlines as set by ACHA.
- Organizational skills necessary to facilitate committee work and delegate responsibilities.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as voting officer on the NCCHA executive board.
- Participates in both the fall and winter NCCHA board meetings and participates in the August teleconference.
- Chairs meetings in the absence of the president.
- Serves as assistant to the president.
- Represents NCCHA at the ACHA national conference by attending the annual ACHA affiliate meeting, newcomer's breakfast, award luncheon/dinner and Leadership Day. (NCCHA will fund up to \$1000.00 if needed, for this individual to attend the annual ACHA conference).
- Solicits host school for annual NCCHA fall conference in preparation for the year of his or her presidential term.
- Appoints a planning chair for the annual NCCHA fall conference.
- In conjunction with the host school and with the approval of the executive board, determines meeting place and date of the NCCHA fall conference. The announcement of the fall conference location and dates should be made during the previous year fall NCCHA conference if not before.

Selection:

See NCCHA Position Description cover page.

Term:

The president-elect shall be elected for three consecutive one-year terms in the following sequence: president-elect, president, and past president.

Past President

Requirements for Position:

- See NCCHA Position Description cover page.
- Must be the immediate past president.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as a voting officer on the NCCHA executive board.
- Participates in both the fall and winter NCCHA board meetings and participates in the August teleconference.
- Provides a supportive role to the president with regular contacts.
- Chairs the nominating committee together with two members-at-large, appointed by the president.
- Resource for program planning chair in preparation for annual NCCHA fall conference.
- Provides Past President newsletter item for each edition.

Selection:

Automatically becomes past president at the conclusion of the one-year term as president.

Term:

The past president remains on the executive board for one year after serving one year as president. Upon completion of past presidential term, is eligible for re-election to a board office after a period of two years. Any nomination to an ACHA role is independent of this restriction.

Secretary

Requirements for Position:

See NCCHA Position Description cover page.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as a voting officer on the NCCHA executive board.
- Records minutes of meetings, distributes copies to all board members, and posts on website.
- Posts updated official documents to the NCCHA website including board rosters, newsletters, bylaws, scholarship and grant applications and position descriptions.
- Maintains a binder with minutes, agendas, applications, and official board documents during the time they are in office. At the end of their term, gives all correspondences to the membership coordinator/historian.
- Receives scholarship applications and process applications following NCCHA Board Process for Scholarship Applicant Selection.
- Sends student grant applications received to president.
- Responds to correspondence or initiates correspondence on behalf of the executive board as needed.
- Sends updated documents and information to web site contact at ACHA as needed.

Selection:

See NCCHA Position Description cover page.

Term:

The Secretary shall be elected to a three-year term and may be re-elected to serve one additional term.

Treasurer

Requirements for Position:

- See NCCHA Position Description cover page.
- Technical skills required: Basic understanding of budget management.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as a voting officer on the NCCHA executive board.
- Keeps financial records.
- Keeps checking account balanced.
- Pays bills.
- Disperse funds to all NCCHA scholarship and grant recipients maintaining appropriate documentation of receipts.
- Disperse funds for travel expenses for NCCHA board members who have travel expenses provided as part of position description.
- Submits an annual written financial report at the winter board meeting.
- Presents an oral treasurer's report at each meeting or written format if absent.
- Responsible for submission of an ACHA Affiliate Annual (un-audited) Financial Report for the reporting period, ending on December 31, to ACHA. ACHA provides the necessary reporting forms and instructions to the treasurer annually in November.
- Works closely with Program Planning Committee for the annual NCCHA fall conference regarding financial needs.
- Represents NCCHA at the ACHA national conference by attending Leadership Day the first year in office as treasurer.

Selection:

See NCCHA Position Description cover page.

Term:

The Treasurer shall be elected to a three year term and may be re-elected to serve one additional term.

Membership Coordinator / Historian

Requirements for Position:

- See NCCHA Position Description cover page.
- Must have access and knowledge of data base software Excel.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as voting officer on the NCCHA executive board.
- Works with ACHA Membership Chairperson to maintain membership list and prepare reports for NCCHA executive board.
- Communicates locally with NCCHA members on membership questions and concerns and serves as liaison to ACHA and NCCHA executive board with issues.
- Responds to correspondence.
- Collaborates with members-at-large to increase NCCHA membership by providing current membership information about past and current members, etc.
- Maintains correspondence with newsletter editor to update membership list and educate readers on NCCHA membership.
- Coordinates archives of NCCHA history, important documents, and reports.
- Serves as contact for record-keeping and storing official NCCHA documents, including working with ACHA on archives.
- Executes other duties as assigned.

Selection:

See NCCHA Position Description cover page.

Term:

The membership coordinator/historian shall be elected to a three-year term and may be re-elected to serve one additional term.

Newsletter Editor

Requirements of Position:

- Must have access and knowledge of desktop publishing software - Microsoft Publisher.
- See NCCHA Position Description cover page.

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as a voting officer on the NCCHA executive board.
- Sends a reminder email for information from NCCHA members for newsletter.
- Publishes 2 newsletters per year – March and September.
 - Publishes March newsletter (deadline for submission is 2/15 and distribution date is March 15th) in advance of the ACHA annual conference. The following information to be included: the upcoming ACHA annual conference; the next annual NCCHA fall conference; nominations of the NCCHA officers; college students grant awards; messages from the president, past president and president-elect; Gail Proffitt and Pat Fischer awardees and nominations for the next awardees; an introduction message from the individuals who were recently elected to an NCCHA leadership position; NCCHA treasury report; pictures and summaries from the host of the previous annual NCCHA fall conference with highlights of the keynote speakers and reports from the scholarship recipients; “call for proposals” for the next annual NCCHA fall conference; logistics for the next annual NCCHA fall conference – location, dates and registration form and copies of the student and staff scholarship applications; list of current NCCHA board members; link to the www.acha.org/nccha website.
 - Publishes the September Newsletter (deadline for submission is 8/15 and distribution date is September 1) in advance of the annual NCCHA fall conference. This serves as a report of business from the ACHA annual conference; reports from ACHA conference scholarship recipients; slate of officers for election; national issues; nomination ballot for the Gail Proffitt and Pat Fischer awards; annual NCCHA fall conference information - registration, location, hotel, agenda; ACHA conference preliminary information and student and staff scholarship applications; list of current NCCHA board members; link to the www.acha.org/nccha website.
- Solicits articles for the newsletters from the NCCHA board members, NCCHA membership and ACHA.
- Sends draft of newsletter to president for approval before sending out to membership.

Selection:

See NCCHA Position Description cover page

Term:

- The Newsletter Editor shall be elected to serve a three year term and may be re-elected to serve one additional term.

NCCHA Annual Program Planning Chairperson
(The individual holding this position is accountable to both NCCHA and ACHA)

Requirements for Position:

- Must be able to meet deadlines as set by the ACHA.
- Organizational skills necessary to facilitate committee work and delegate responsibility.

Description of Position:

- This is a non-voting position.
- Appoints a planning committee that is representative of the various health professionals for whom the program is to be designed.
- Selects individuals from the following disciplines and/or other professional disciplines for continuing education credits to allow the broadest appeal to attendees:
 - Registered Nurses - at least one of them must hold a BSN or higher.
 - Physicians - one physician must come from the ACHA Subcommittee on Continuing Medical Education & be active in the planning process.
 - Health Educator - must be CHES and the regional representative from the ACHA's Subcommittee on Continuing Health Education.
 - One psychologist - must be member of ACHA's Continuing Education Committee.
- Determines if liability insurance is needed for conference hotel.
- Must see that minutes are taken at the program planning meetings to document integral involvement of all program committee members.
- Select continuing education organization. Examples may include ACHA, U of M, UND).
- Submits completed application for continuing education credits following requirements of continuing education organization.
- Works with the NCCHA treasurer regarding budget needs for planning.
- Keeps the NCCHA board informed on progress of program planning by providing reports during board meetings and/or teleconferences. May also share planning committee minutes with the board members if desired.
- Completes post-program requirements, if any, of continuing education organization.
- Attends the affiliate program planning meeting at the annual ACHA conference, if in attendance, the planning year preceding the NCCHA annual conference for which he or she is responsible. (NCCHA will fund up to \$1000 for this individual to attend.)
- Present final report (including financial report) to NCCHA board at winter meeting following the conference.
- Act as liaison to program chairperson for the next annual NCCHA fall conference.

Selection:

Appointed by president-elect.

Term:

The program planner chairperson shall serve a one year term beginning at time of appointment until all reports and record keeping is finalized.

**References to ACHA only apply when utilizing ACHA for CEU's, which is determined annually

Student Representative

Requirements of Position:

- Currently enrolled as a full time student and either from an NCCHA member institution or registered as an ACHA individual member.
- Interested in the health field and has shown some special interest by serving as a health volunteer on a health board or similar activity.
- Has at least one year remaining before graduating. (For example: the earliest graduation date for a student elected in 2009 would be December 2010).

Expectations:

See NCCHA Position Description cover page.

Description of Position:

- Serves as a voting member on the NCCHA executive board.
- Conducts the NCCHA student meetings held at the annual NCCHA fall conference when possible.
- Assists in establishing a network among the students in NCCHA member institutions.
- Reports to the NCCHA board of directors at the fall annual meeting.
- Represents the NCCHA at the ACHA annual conference by attending and participating in the student meetings and activities. (NCCHA will provide expenses to the ACHA meeting for registration, airfare and hotel, if the room is shared with others-preferably four to a room, if needed up to \$1000). The student or the student's institution will be responsible for food and incidentals.
- Is a student member of ACHA and, therefore, a voting member of the ACHA Students/Consumers Section.
- Conducts official responsibilities delegated by the ACHA Student Section.

Selection:

See NCCHA Positions Description cover page – Selection

Term:

- The NCCHA student representative shall be elected for a one-year term and may be elected to serve up to two additional terms.
- If the student representative is unable to ride with a board member, transportation costs for travel to/from the fall and winter board meetings may be reimbursed (with prior board approval).

Region II Representative

Requirements for the Position:

- Must be current or past officer of the Affiliate organization or have made a significant contribution to the NCCHA affiliate (as stated in the ACHA Bylaws).
- Must be current member of the ACHA and must have been an individual member for at least three years prior to assuming office (as stated in the ACHA Bylaws).
- Serves on the ACHA Board of Directors for a two year period following the New Board Member Orientation. (Board meets in January at ACHA headquarters and at the annual meeting. ACHA picks up expense for January ACHA Board meeting, both airfare and hotel.)

Description of Position:

- This is a non-voting position.
- Attends the annual conference of each of the three Affiliates – NCCHA, CCHA, RMCHA. (Registration, meals and lodging are provided by the host Affiliate to the regional meeting. Transportation is to be provided by the representative's Affiliate to the regional meeting. Transportation to the other Affiliate conferences plus expenses to the annual NCCHA fall conference will be paid by NCCHA when the Region II Representative is an NCCHA member.)
- Serves on the ACHA Board of Directors.
- Serves as official representative of the ACHA at meetings of the regional Affiliates when requested by ACHA.
- Responsible for coordinating regional activity.
- Informs the three Affiliates of national health concerns and ACHA issues.
- Represents the NCCHA, CCHA, and RMCHA Affiliates and regional concerns to the ACHA Board of Directors.
- Appoints a regional member to ACHA's Nominating Committee who will serve a concurrent two-year term with the Regional Representative.

Selection:

- Responsibility for nominating a Regional Representative is rotated between the Affiliates (per the Addendum to this document).
- When it is NCCHA's turn, nomination for Region II Representative shall be made by a nominating committee appointed by the Affiliate President.
- The candidate for the position will be announced and approved by a majority of the members attending the business session of the annual Affiliate meeting.
- The name of the approved candidate will be submitted by the Affiliate President to ACHA for national election according to ACHA Bylaws.

Term:

- The Region II Representative shall be elected for a two-year term commencing at the ACHA annual conference of the year elected.

Addendum:

This is a two-year position that rotates among the following regional Affiliates:

Central College Health Association	2005-2007	KA, MO, & NE
Rocky Mountain College Health Association	2007-2009	CO, MT, & WY
North Central College Health Association	2009-2011	IA, MN, ND, SD, & WI

DRAFT 10/03; Rev. 12/03; Rev. 5/09; Rev. 8/09; Rev. 10/09, Rev. 02/11