



## **PCCHA EXECUTIVE BOARD POSTIONS & RESPONSIBILITIES**

### **President**

The President shall serve as the presiding officer of the Executive Board and all PCCHA business meetings. The President appoints the chair of 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 ACHA to the Board of Directors of ACHA as requested. 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. The President is a member of the Executive Board.

### **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 appointed offices, and assists the President as requested. The President-Elect will automatically succeed to the position of President. The President-Elect will plan for the Executive Board Retreat. The President-Elect is a member of the Executive Board.

### **Vice President**

The Vice President oversees the Professional Development Committee to facilitate efforts for the region, coordinates the regional conference, and assists the President as requested. The Vice President chairs the Regional Conference Committee comprised of the Vice President-Elect, Director of Grants and Awards, and Student Representative. 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.

**Immediate Past President**

The Immediate Past President serves as a consultant to all board members, mainly the President. The Immediate Past President serves on the nominating committee. The Immediate Past President assists all other board members in executing their duties 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 Bylaws align with the ACHA Bylaws and recommending changes, if any, to the Executive Board for vote. The Secretary will also be responsible for publishing regular PCCHA newsletters and other relevant documents to the PCCHA website. The Secretary compiles an annual online record of PCCHA events and assists the President as necessary. The Secretary updates the PCCHA website with relevant documents and assists in the social media presence of the PCCHA. 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 has signature authority on financial accounts. The Treasurer will promptly file tax documentation for PCCHA. The Treasurer is a member of the Executive Board.

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

Duties 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 of Association leadership at meetings of the affiliate organizations when requested by the President or Board of Directors. The Regional Representative may be tasked with year end reporting on behalf of PCCHA. 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 ACHA Nominating Committee who will serve a concurrent two-year term with each Regional Representative. Additional duties may be assigned by the Board of Directors. The Regional Representative is expected to attend all PCCHA Executive



Board meetings and regional conferences. The Regional Representative is a member of the Executive Board but is not a voting member.

\*Nominations are provided by the Executive Board to ACHA for ballot process

### **Director of Grants and Awards (Elected)**

The Director of Grants and Awards oversees the call for submissions, convenes the Grants Committee, reviews submissions, and makes subsequent recommendations to the Executive Board. The Director of Grants and Awards presents the grants and publicizes the results. The Director of Grants and Awards oversees the call for submissions, convenes the Recognition Awards Committee, reviews submissions, and makes subsequent recommendations to the Executive Board. The Director of Grants and Awards presents awards and publicizes the results. The Director of Grants and Awards will provide an overview of upcoming fellowship to the Executive Board. The Director of Grants and Awards assists the President as necessary and serves on the Regional Conference Planning Committee with the Vice President. The Director of Grants and Awards is a member of the Executive Board.

### **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 in all duties as assigned and serves as a member of the Regional Conference Planning Committee. The Student Representative is a member of the Executive Board.

### **Vacancies**

Vacancies in officer positions which occur between annual meetings shall be filled as follows: The President-Elect succeeds the President. 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:**

<b>Position</b>	<b>Years committed</b>	<b>Monthly meeting</b>	<b>Estimated monthly time commitment</b>	<b>Months when commitment is greater</b>	<b>Attendance at PCCHA Conference</b>	<b>Attendance at ACHA conference</b>	<b>Responsibilities</b>
President-Elect (3 year commitment)	Year 1: President-Elect	Yes	3-6 hours	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, plan Executive Board Retreat.
	Year 2: President	Yes	10-12 hours	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, collaborate with Treasurer on financial responsibilities.
	Year 3:	Yes	2-4 hours	Fairly Even	Desired	Desired	Consultation with other Board members, serve on nominating



	Immediate Past President						committee, assists in execution of all other Board duties.
Vice President-Elect (2 year commitment)	Year 1: Vice President-Elect	Yes	2-4 hours	Fall	Expected	Desired	Support work of Vice President
	Year 2 – Vice President	Yes	6-12 hours	Summer through Fall	Expected	Expected	Chairs Professional Development Committee, coordinates planning for regional conference - oversees work of contracted meeting planner. Assists President as requested.
Secretary	2 Year	Yes	2-4 hours	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). Supervises Bylaw review and updates. Oversees relevant documentation of PCCHA and Assists officers as requested.



Treasurer	2 Year	Yes	2-4 hrs	Fairly Even	Expected	Desired	Maintains financial documentation and tax reporting. Maintains and produces treasurer report and financial reconciliations monthly. Chair of Finance Committee. Oversees collection of dues to PCCHA from ACHA. Prepare yearly budget.
Director of Grants and Awards	2 Year	Yes	2-4 hrs	Fairly Even	Expected	Desired	Facilitates respective teams and oversees PCCHA grant/award programs. Identifies grant/award recipients. Assists to publicize award winners. Serves on Regional Conference Planning Committee.
Student Rep	1 Year	Yes	2-4 hrs	Fairly Even	Desired	Desired	Assists on various projects as assigned, assists Secretary in carrying out responsibilities. Serves on Regional Conference Planning Committee.
Regional Representative to	2 year	Yes	2-4 hrs	Fairly Even	Desired	Desired	Has PCCHA related duties.



ACHA Governing Board - Nominations provided by PCCHA board to ACHA - Separate call for nominations conducted by PCCHA every other year							Has ACHA related governing board duties ACHA related travel
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