

SWCHA Executive Board

The Executive Board of Directors is the chief operating body of the Southwest College Health Association, and as such, it develops procedures to implement the policies of the association as established by the voting membership. The Board shall transact the business of the affiliate in the interim between meetings, at all SWCHA scheduled meetings, and shall present a report at the Annual Meeting.

Immediate Past President – *1 year term immediately follow Present term.*

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- *1 year term immediately following President-Elect term.*

The President serves as the presiding officer of the Executive Board of Directors and affiliate member engagement during their term. Duties of the President are to oversee monthly meetings of the Executive Board as well as work with the board to plan and implement networking and connection opportunities for SWCHA affiliate members. The President is responsible for mid-year and end of year term reports to the ACHA Board of Directors. The President addresses the business meeting attendees to provide a report on the activities of the Executive Committee at the ACHA annual conference.

President-Elect – *1 year term followed by successive terms of President and Immediate Past President*

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 or any other affiliate activities throughout the year.

Secretary – *1 year term*

The Secretary shall assist the President with meeting agendas and takes minutes at all affiliate meetings. The secretary will also assist with coordination and planning for activities of any in person SWCHA regional meetings or the ACHA annual affiliate business meeting. The secretary will also assist with submitting documents and updates to ACHA for the SWCHA website management.

Treasurer- *2 -year term with additional term options based on elections/voting*

The treasurer will manage the SWCHA affiliate checking and savings accounts as well as provide a monthly report at Executive Board meetings. The treasurer is responsible for procurement of all required receipts and documentation of spending or revenue. A strong attention to detail and fiscal responsibility is needed.

(4) State Representative Member(s) At Large Elect and (4) Member(s) at Large –
1-year terms each in succession for a total of 2 years.

These positions are essential to state engagement and increased membership development of the regional affiliate. Arkansas, Louisiana, Texas, and Oklahoma have one representative for each state who serve a total of two years (member at large elect and then member at large). The state representatives provide linkage between the regional organization and his/her individual state. The Member at Large and Member at Large Elect serve as liaisons between SWCHA board and affiliate members for their state. They will serve as a point of contact as well as provide resources for affiliate members to connect with other college health professionals within the SWCHA affiliate. They will assist to coordinate and communicate to their state membership any scheduled virtual meetings held for affiliate membership during the year. They will work to engage affiliate members with the ACHA Connect platform and other resources offered through ACHA.