

## **NCPHA Women's and Children's Health Section Officers Duties**

### **Chairperson**

- Coordinate the notification and orientation of the new section officers with the Immediate Past Chair
- Convene and officiate at the Executive Committee meetings
- Chair annual meeting of the membership at the AEC including developing the agenda, arranging for door prizes and introduction of the business meeting speaker
- Submit section articles for the newsletter
- Attend Governing Council meetings or designate an alternate and send a proxy
- Maintain and update the section policies and procedures manual before leaving office including the diskette with the templates for the Awards, the Silent Auction
- Coordinate the annual communication to the members about the AEC and section events with the Secretary
- Appoint the Awards Committee chair and assist the Awards Chair with the arrangements for the plaques and certificates given to the award winners and honorable mentions.
- Maintain a list of section members
- Coordinate with the vice chair on the arrangements for the annual meeting of the membership and the program
- Appoint a chairperson for the Silent Auction to be held at the AEC and assist with the coordination and implementation of the event at the AEC
- Coordinate with the Immediate Past Chair and the Treasurer to arrange for the yearly audit of the books (checking and savings accounts, expenditures and receipts reports) and the appointment of an audit committee of 3 current section members

### **Vice Chair**

- Automatically ascend to the chairperson position after serving the term as vice-chair
- Represents WCH Section on the NCPHA Program Committee and collaborates with other Sections to develop joint educational sessions
- Coordinate the room arrangements for the program and the annual meeting of the section membership at the AEC; complete and submit the NCPHA form about those arrangements
- Coordinate the selection of a topic and a speaker for the educational session; consider any related expenses including speaker fees, travel and meals; develop a "letter of agreement" with the speaker indicating the details about the meeting and speaker arrangements
- Coordinate with the treasurer the payment for speaker expenses including speaker fees, travel and meals
- Arrange for photographs to be taken of the WCH Award winners and other key section events during the AEC
- Arrange for the introduction of the speaker at the Educational Session
- Assist chair as requested with section business and operations
- Assumes position of chair if the chair resigns
- Performs the duties of the Chairperson in the absence of the Chairperson

### **Secretary**

- Record minutes of the Executive Committee meetings
- Record the minutes of the annual meeting of the membership
- Coordinate with the Awards Committee chairperson on the communications for the solicitation of nominees for the WCH Section awards

- Coordinate with the members-at-large the maintenance of a current list of section members and assisting with communication needs for recruiting and maintaining membership
- (\*consider a by-law change to have the term expanded to 2 years)

### **Treasurer**

- Manage the checking and savings accounts of the section
- Maintain a record of all receipts and expenditures
- Coordinate with the Executive Committee to pay any expenses related to the AEC including awards, speaker expenses, the Silent Auction
- Present a written report of the current financial record of the section at each Executive Committee meeting
- Present a written report of the yearly financial record at the annual meeting of the membership
- Prepare and provide section financial records for the annual audit

### **Members-at-Large**

- Coordinate membership recruitment efforts and activities
- Monitor section membership levels
- Coordinate with the Executive Committee to enact membership retainment efforts
- Retain a membership list of current and past members
- Coordinate with the Secretary for outreach activities involving mailings or email

### **Immediate Past Chair**

- Coordinate the notification and orientation of the new section officers with the current chair
- Assist chair with assuming and executing the duties and responsibilities of the office including section newsletter submissions, procedures for Governing Council meetings, convening the first Executive Committee meeting
- Serve as chair of the Nominating Committee
- Coordinate with the Chair and the Treasurer to arrange the appointment of an audit committee of 3 current section members and for the yearly audit of the books (checking and savings accounts, expenditures and receipts reports)