

## CHC Board Member Job Descriptions

**OFFICERS:** President, Vice President, Secretary, Treasurer

**BOARD MEMBERS:** Past Pres., Chair of Gold Leaf, Chair of Programs, Chair of Membership, Chair of Marketing

**TERMS OF OFFICE:** The term of office shall be for one year, not to exceed two consecutive terms, with exemption of the Secretary and Treasurer who can serve for three terms and the CHA liaison who is not term limited. Vacancies will be filled by a member in good standing nominated by the president and approved by a majority of the Board.

**Officer Position:** President

**Main Duties:** Plan for and preside at all business meetings and assume other responsibilities of the organization.

**Officer Position:** Vice President

**Main Duties:** Attend all business meetings, assist the president, and assume the position of President should the President be unable to serve/resign.

**Officer Position:** Secretary

**Main Duties:** Keep the official records for CHC, to record and distribute the minutes of the CHC board and general meetings, and to submit and receive changes to the bylaws. Attend all board meetings.

**Officer Position:** Treasurer

**Main Duties:** Keep the financial records. Be responsible for the disbursement of funds at the discretion of the board. Maintain monthly treasurer's reports. Attend monthly meetings and collect payments.

**Board Position:** Gold Leaf Chair (co-chairs recommended)

**Main Duties:** Plan and oversee all activities of the Gold Leaf Committee. Committee responsibilities include: coordinating annual awards competition call for entries and judging; logistics of Gold Leaf dinner; securing speaker and emcee; securing sponsors; preparing awards and presentation/entertainment/awards ceremony.

**Board Position:** Program Chair

**Main Duties:** Duties include determining monthly program topics, planning monthly program logistics, securing speakers, securing sponsors, conducting programs (introductions/moderate). Develop 8 monthly programs for CHC breakfasts. Negotiate and sign contract with vendor for breakfasts.

**Board Position:** Membership Chair

**Main Duties:** Duties include maintaining membership database, overseeing membership committee, recruitment/retention of members. Maintain a recognition program for thanking current members that renew, as well as new members. Provide membership representation at all meetings; increase CHC membership base.

**Board Position:** Marketing Chair

**Main Duties:** Duties include overseeing committee activities, including planning social/media mixers, distributing news releases about CHC, maintaining and distributing the CHC Beat newsletter.

## Call for 2010 CHC Board Member Nominations/Committee Members

Thank you for your support of Colorado Healthcare Communicators (CHC). It is with your help that we are able to continue to offer opportunities to learn firsthand from healthcare communications experts and network with colleagues outside of our own organizations during our programs.

CHC is currently accepting nominations for next year's board of directors. If you or someone you know is interested, please fill out the following information and submit (as directed below) by August 31, 2009.

**CHC members will vote at the September breakfast/annual meeting on FRIDAY, September 18, 2008.**

New officers and board members will be announced at the 2009 Gold Leaf Awards Dinner.

Name:	Company:
Phone:	Title:
E-mail:	Years as CHC member:
<p><b>Area of Interest for Officer/Board Position:</b> (Check one if interested in serving on the Board)</p> <p><input type="checkbox"/> <b>President</b> <i>Slate: Marie Revenew, Davis Design</i></p> <p><input type="checkbox"/> <b>Vice President</b></p> <p><input type="checkbox"/> <b>Past President</b> <i>Tammy Stratton, The Bawmann Group</i></p> <p><input type="checkbox"/> <b>Secretary</b></p> <p><input type="checkbox"/> <b>Treasurer</b></p> <p><input type="checkbox"/> <b>Programs Chair</b></p> <p><input type="checkbox"/> <b>Membership Chair</b></p> <p><input type="checkbox"/> <b>Marketing Co-Chairs</b></p> <p><input type="checkbox"/> <b>Gold Leaf Chair</b> (co-chairs are acceptable)</p>	<p><b>Area of Interest for Committee:</b> (Check one if interested in serving on a committee)</p> <p><input type="checkbox"/> <b>Programs Committee</b> <i>Assist in signing up speakers, recruiting sponsors, etc. for monthly programs.</i></p> <p><input type="checkbox"/> <b>Gold Leaf Committee</b> <i>Assist in planning the event, coordinating Call for Entries/judges</i></p> <p><input type="checkbox"/> <b>Membership Committee</b> <i>Assist in recruitment; attend functions, occasionally do mailings</i></p> <p><input type="checkbox"/> <b>Marketing Committee</b> <i>Assist with events, newsletter, promotions, etc.</i></p>

\*Return Form via e-mail to [marie@davisdesign.net](mailto:marie@davisdesign.net). Forms due before August 31<sup>st</sup>. Thank you.