



Northern New England Society for Healthcare Risk Management

NNESHHRM Leadership Opportunities

Eligibility

Only active members of the Society in good standing and in compliance with all provisions of the bylaws shall be eligible to serve on the Society's Board of Directors.

President Position

The President of the Society is elected first as President-Elect and then progresses to President and then Past-President for a 3-year commitment. Duties for each role are listed below.

President-Elect

Term: 1Year

Time commitment: 3-5 hours per month plus time commitment for the Education Committee

Duties:

- **Must be a Member of ASHRM in good standing**
- Attend and participate in board meetings
- Chair or be a member of the Education Committee
- Plan/coordinate or oversee/run 2 educational events a year
- Organize annual board retreat
- Member of the subsidization review committee
- Submit an annual report for the annual meeting
- Participate on the Regional planning committee.

President:

Term: 1Year

Time commitment: 4-6 hours per month (variable)

Duties:

- **Must be a Member of ASHRM in good standing**
- Preside at board meetings
- Chairman of the Board, convene board meetings - generally monthly or at least twice a year
- Act as Liaison with ASHRM and other chapters
- Run annual member meeting in Nov (announce 30 days in advance)
- Coordinate Annual Report for the annual meeting
- Represent NNESHHRM on all regional planning committees
- Submit ASHRM Chapter Report annually- due by February.



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Past-President:

Term: 1 Year

Time commitment: 2-3 hours per month (variable)

Duties:

- Attend and participate in board meetings
- Chair - Bylaws Committee. Annual review of policies; bylaws with updates as needed
- Chair Nominations Committee.
- Co-chair regional conference if NNESHHRM hosting
- Send amended bylaws to ASHRM within 30 days (coordinate with President)
- Represent NNESHHRM on the regional planning committee during nonhosting years
- Submit an annual report for the annual meeting

Secretary:

Term: 2 Years

Time commitment: 2-3 hours per month (variable)

Duties:

- Attend and participate in board meetings
- Takes minutes of all Board meetings and Annual Meeting
- Member of Nominating Committee
- Correspondence from Organization as needed (sympathy cards etc.)
- Receive subsidization requests
- Forward minutes to the Webmaster to post to the website
- Submit an annual report for the annual meeting

Treasurer

Term: 2 Years

Time commitment: 3-5 hours per month (variable)

Duties:

- Attend and participate in board meetings
- Administer NNESHHRM bank accounts: deposit dues, monitor online payments, track and pay invoices
- Biennial audit
- Submit IRS report, State nonprofit filing (NH) & any federal/state report filings as required (W9, 1098, 1099)
- Coordinate checking account authority with President
- Coordinate and report on sponsorship activity
- Submit monthly and an annual treasurer's reports



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Board Member at Large

There are four (4) such members of the Board

Term: 2 Years

Time commitment: 2-3 hours per month (variable)

Duties:

- Attend and contribute to monthly Board meetings
- Review all materials/agenda before each meeting
- Be an ambassador and support membership engagement and networking
- Volunteer for work and initiatives undertaken by the Board
- Actively participate; may serve as chairs of various committees
- Participate in annual Regional Conference committees