

I, _____, have read, understand, and will comply with the listed
Job Description of CSHET to the best of my ability during my term as President - _____ your initials
From _____ to _____

POSITION DESCRIPTION

Position Title: Director-At-Large

Qualifications:

Member in good standing of the Carolinas Society for Healthcare Education and Training (CSHET) for at least the preceding year. Agrees to serve by signing the Officer Commitment form.

Term:

Two years (The Director-at-Large will be from either North or South Carolina but equal representation from both states may decide which state the office need to be elected from). Takes office immediately following disclosure of election results to membership at the annual business meeting

Duties and Responsibilities:

- Serves as a voting member of the Executive Board.
- Serves as writer and editor of the Cross Statements newsletter published twice a year. (September and February)
- Requests standing items for the Cross Statement newsletter (see Cross Statement policy)
- Planning chair of the CSHET fall meeting with the assistance from the North and South Carolina Directors. Plans, coordinates, and evaluates the fall conference.
- Assists Immediate Past President with Nominating committee as needed
- Attends annual Spring CSHET conference without paying registration fee. Travel and hotel expenses will be the responsibility of the board member.

Record Keeping

- Keep one copy of each newsletter on file.
- Keep graphics and templates on disk to pass on to the next Director-at-Large.

Orientation for New Director at Large:

- Preserves and transmits to the incoming President all records and other official papers connected with the office.
- Gives a proper orientation of the job to incoming officer.