

I, \_\_\_\_\_, have read, understand, and will comply with the listed  
Job Description of CSHET to the best of my ability during my term as North Carolina Director - \_\_\_\_\_ your initials  
From \_\_\_\_\_ to \_\_\_\_\_

## POSITION DESCRIPTION

**Position Title:** **North Carolina Director**

**Qualifications:** Member in good standing of the Carolinas Society for Healthcare Education and Training (CSHET) for at least the preceding year. Must be a member from North Carolina. Agrees to serve by signing the Officer Commitment form.

**Term:** Two years (The North Carolina Director shall be elected in **odd** numbered years. The South Carolina Director shall be elected in **even** numbered years).  
Takes office immediately following disclosure of election results to membership.

### **Duties and Responsibilities:**

- Serves as a voting member of the Executive Board.
- Serves as Chair of the Awards Committee.
- Serves as the Historian and Photographer.
  1. Buys film, checks battery for cameras to prepare for conference.
  2. Brings camera to annual conference, takes pictures or delegates this responsibility.
  3. Has film developed and displayed at next conference.
  4. Brings camera and takes pictures at board and program planning meetings.
- Serves as liaison to any networking of educators in NC.
- Coordinates new member mentorship for NC members.
- Responsible for creating and forwarding C-mail (email contact with members 3 – 4 times a year).
- Assists the Director at Large with planning and coordination of fall conference.
- Attends annual Spring CSHET conference without paying registration fee. Travel and hotel expenses will be the responsibility of the board member.

### **Record Keeping:**

- Make a scrapbook for each calendar year...include memorabilia from the conference, conference planning and board meetings. Each year should include both newsletters and a summary of the conference including who received awards, speakers, topics, a copy of brochures, ticklers, fun activities, etc.
- Copies of all the C-Mails
- Keep graphics and templates on disk of C-mail to pass on to the next Director.

### **Orientation for New NC Director:**

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