

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

POSITION DESCRIPTION

Position Title: **President**

Qualifications: Served previous year as President-Elect.
Current member of Carolinas Society for Healthcare Education and Training (CSHET). Agrees to serve by signing the Officer Commitment Form.

Term: One year.
Takes office immediately following disclosure of election results to membership.

Duties and Responsibilities:

- Serves as Chair of the Executive Board and presides at all Executive Board Meetings.
- Plans for and presides over business sessions of all annual or special meetings.
- Presides at the annual spring conference, plans the welcome and ice breaker in coordination with the President Elect.
- Appoints special committees.
- Serves as an ex-officio member of all committees, except for the Nominating Committee (may vote to break a tie).
- Arrange conference call for winter Board Meeting (if decided by Board).
- Sends notices and agenda to Board members of all Board meetings.
- Signs checks in the absence of the Treasurer.
- Serves on the spring conference Planning Committee.
- Attends annual Spring CSHET conference without paying registration fee. Travel and hotel expenses will be the responsibility of the board member.
- Writes article "President's Message" for Cross Statements newsletter.
- Selects conference site for the annual conference with assistance from event planner and rest of board.

Record Keeping:

- Copies of agendas and minutes for the last 5 years.
- Written evaluation / summary of the activities of the board each year.

Orientation for New President:

- 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