

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

POSITION DESCRIPTION

Position Title: **South 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 South 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 Constitution and By Laws Committee. Ensures review of the By Laws at least every five years.
- Works with web consultant to update the website a minimum annually.
- Maintains website and presents website visit data to Board.
- Serves as liaison to any networking of educators in SC.
- Coordinates new member mentorship for SC members.
- Responsible for the vendors at the spring conference.
- Assists the Director at Large with planning and coordination of fall conference.
- Responsible for printing and mailing the CSHET brochure for new membership.
- Attends annual Spring CSHET conference without paying registration fee. Travel and hotel expenses will be the responsibility of the board member.

Record Keeping:

- Records related to the evolution of the website – including annual summary.
- Records related to changes in the Constitution and Bylaws – an annual summary with cover sheet to indicate any changes.
- Copies of all bylaw changes.
- Maintains copies of all previous CSHET brochures.

Orientation for New SC 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