



## **President-Elect, Board of Directors Roles and Responsibilities**

<b>Title</b>	President-Elect, AMCHP Board of Directors
<b>Purpose</b>	Support president to assure Board of Directors fulfills its responsibilities for the governance of the organization; perform duties of president in his or her absence. Work with president to support the CEO in achieving the mission of the organization.
<b>Term</b>	One year, non-renewable. Succeeds to the President
<b>Eligibility</b>	A candidate for election as an Officer of the Board of Directors of the Association must be a Delegate and have served as a member of the Board for at least one year as of the date of the next election in the last five (5) years.
<b>Meetings</b>	Five AMCHP Board Meetings (3 in person, 2 teleconferences) Monthly Executive Committee Meetings Bi-weekly teleconference with CEO as needed Chairs the Governance Committee Serves on Finance Committee
<b>Responsible to</b>	Board President

### **Responsibilities of Board of Directors**

- Establish policies for administering the program and services in accordance with AMCHP's mission
- Employ and support the Chief Executive Officer
- Ensure resources to support AMCHP's budget and programs, including assisting staff in development activities when possible
- Ensure the financial affairs of AMCHP are conducted on a responsible basis in accordance with established policies
- Represent AMCHP at conferences, on national and state advisory groups, before government agencies and with private individuals
- Participate in evaluations/reviews of the Board performance, including bi-annual Board Assessments, and take steps to improve its performance

### **Specific Responsibilities of President-Elect**

- Chair meetings of Governance Committee
- Chair meetings of Board of Directors and general membership in absence of the president
- Assist the president in carrying out her/his assigned responsibilities
- Participate in meetings of Executive Committee, Finance Committee and other board committees as assigned
- Perform other duties as required by board

<b>Expense Support</b>	Travel expenses (except for the meetings held in conjunction with the annual conference) and AMCHP-sponsored conference calls are covered by AMCHP.
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