



2019 Chicago Health Executives Forum Call for Board Interest Position Descriptions

Available positions are President-Elect, Treasurer and three Directors. Position descriptions are below.

President-Elect:

The President-Elect must be a member in good standing of ACHE and must have completed at least a Two Year term on the CHEF or another ACHE Chapter Board of Directors before serving as President-Elect. The position of President-Elect is a One Year Term and then moves to President and Past President.

The President-Elect is CHEF's primary liaison to the ACHE for matters pertaining to the chapter affiliation. The President-Elect shall have all the powers and perform all the duties of the President in the absence or incapacity of the President. The President-Elect shall also:

- Chair the Strategic Planning Committee
- Serve on the Nominating Committee
- Act as the official liaison to the Student Members

The President---Elect shall perform such other duties as may be assigned to him or her from time to time by the President.

Treasurer:

The position of Treasurer requires that he/she chair the Finance Committee of the Chapter, reviews, monitors, and cause to be kept, a correct account of receipts and disbursements in the books belonging to the Chapter. This includes any deposits of any and all monies and other valuable effects in the name and the credit of CHEF, in such banks of deposit as may be designed by the Board of Directors.

The Treasurer is responsible for the drafting the Chapter Budget with the input of all Board members, the Finance Committee and the management company. This Budget will be created on an annual basis and approved by the Board by the start of the Chapter year. The Budget will be submitted to ACHE annually in a timely fashion by ACHE's due date. It will be at least a breakeven budget.

The Treasurer will dispose of any and all funds of CHEF as may be ordered by the Board of Directors and render to the President and the Board of Directors, whenever they may require, an account of all his or her transactions as Treasurer and of the financial condition of CHEF. He/she may delegate the day to day responsibility for financial management to the Chapter Management Company under the Treasurer's supervision and work with the Chapter Management Company to complete any audit activities.

The position of Treasurer is a Two Year Term.

Director/Liaison:

Chapter Communications Director: The Chapter Communications Committee is responsible for publication and distribution of the newsletter and all other materials through traditional media as well as the CHEF website (chefchicago.org) and Social Media platforms. The liaison is responsible for assisting the committee with their strategies set forth by the Board of Directors and the CHEF Strategic Plan.

Diversity and Inclusion Director: The responsibilities of the director is to serve as a Liaison between the CHEF Board of Directors and the Diversity and Inclusion Committee. The Director will work to recruit and mentor a chairperson(s) for the committee and help the committee define and execute on its goals; work with the Diversity and Inclusion Committee to develop and/or maintain strategic relationships with other healthcare societies including, but not limited to, National Association of Health Services Executives (NAHSE), National Forum for Latino Healthcare Executives (NFLHE), Healthcare Financial Management Association (HFMA) and others; and to work with other committee chairs and Directors to ensure that initiatives initiated by the Diversity and Inclusion Committee are included in the appropriate chapter activities.

Education and Networking Director: The director will serve as the Liaison between the CHEF Board of Directors and the Education and Networking Committee. If a committee chair is not available, the Director may serve as committee chair until a chair can be identified.

The Education and Networking Committee works with the Board of Directors to offer education and networking programs to the members. It shall assure that the Chapter offers at least the maximum number of ACHE supported Face to Face Continuing Education eligible events per year