

**MICHIGAN ASSOCIATION FOR HEALTHCARE QUALITY
POSITION DESCRIPTION**

TITLE: **President**

TERM OF OFFICE: One Year

GENERAL RESPONSIBILITIES:

1. This is a dual-role position – Officer and Director.
2. Serves as the President and Chief Executive Officer of MAHQ. Serves as the Chairperson of the Board of Directors, and is a Member of the Board of Directors' Executive Committee as stated in the Bylaws.
3. Attends and presides over Board meetings, the Annual Meeting, and any other meetings as called by the Board of Directors.
4. Has general control and management of MAHQ's business and affairs on a day-to-day basis.
5. Complies with all Board approved, legal, and fiduciary duties and responsibilities.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. Acts at the direction of the Board.
2. Submits reports for Board meetings and the Annual Meeting.
3. Ensures MAHQ's activities are legally and organizationally compliant, and in furtherance of its mission.
4. Leads, manages, and develops MAHQ's Officers, Board, and organizational culture.
5. Directs the implementation, monitoring and assessment of MAHQ's programs (including their impact).
6. Directs the implementation, monitoring and assessment of sound and compliant financial management practices (including budgeting).
7. Develops, informs, and supports the Board and the Board Committees to carry out their governance functions.
8. Ensures effective external communications about MAHQ and its mission, priorities, importance, programs, and activities.

9. Champions MAHQ and advocates its vision and mission to internal and external stakeholders.
10. Remains informed, and ensures the MAHQ Board remains informed of significant developments and changes in the internal and external environment.
11. Leads MAHQ's organization planning processes.
12. Ensures sound risk management and prevention practices at MAHQ.
13. Provides relevant subject matter content for membership emails, website postings, social media, or blogs as directed or required.
14. Works closely with the President-Elect and other Board Members to promote the vision and mission of MAHQ.
15. Ensures continuity, works with the incoming Board Member in this position, and passes on all relevant materials.
16. Signs any deeds, mortgages, bonds, contracts or other instruments that the Board has authorized to be executed on behalf of MAHQ, except in cases where signing and execution are expressly delegated by the Board to another Board Member or agent in accordance with the Bylaws.
17. Provides advice and counsel to the Board.
18. Schedules and conducts at least four (4) Board meetings/conference calls a year in addition to the Annual Meeting.
19. Delegates Board meeting arrangements to other Board Members when appropriate.
20. Prepares the agenda for Board meetings in collaboration with the Secretary.
21. Prepares the agenda for the Annual Meeting in collaboration with the Education Committee, the Secretary, and the Nominating Committee.
22. Appoints three (3) Board Members to verify election ballots.
23. Presides at the Annual Meeting.
24. Appoints select Board Members to Committee Chairperson positions with the voted approval of the Board.
25. May appoint special committees to meet identified needs to serve during his/her Presidency, and presents same to the Board for approval prior to the first day of January marking the commencement of the Presidency term.

26. Networks with other state associations, and the national association.
27. Ensures that goals and objectives for the Association are developed annually by the Board.
28. Works in cooperation with the Board, and develops and monitors a strategic plan that includes a one (1), two (2), and three (3) year strategic plan in collaboration with the President-Elect and the Past President, prior to the first day of January marking commencement of the Presidency term. The Strategic Plan is to be kept current at all times, and made available to all members by remaining posted on the MAHQ website.
29. Performs all duties incident to the Office of President, and such other duties as may be necessary and/or prescribed by the Board.