

NORTH CAROLINA ASSOCIATION FOR  
HEALTHCARE QUALITY



**POSITION: Bylaws & Nominations Chair**

This person shall be responsible for the maintenance of NCAHQ Bylaws, policies, and procedures. Oversees the NCAHQ officer and board position nomination and election process.

Objectives:

- To support the vision, mission, goals and objectives of NCAHQ
- To be knowledgeable of the NCAHQ Bylaws, policies and procedures.

Qualifications:

1. Active NCAHQ member
2. Ability to commit amount of time necessary to perform duties (Approx. 5-10 hours/month).
3. Proficiency in creating and editing documents and forms and in managing electronic files.

Duties include:

1. Coordinates activities related to the nomination and election of officers including announcement of openings, creating ballots, soliciting nominees and preparing slate of officers
2. Assists with installation of officers by the President or Board of Directors for the operation of NCAHQ.
3. Serves as Chair of the Bylaws & Nominations Committee, which will review NCAHQ Bylaws annually and submit recommended changes to the Board of Directors.
4. Presents any Board decreed bylaw changes to the membership for vote.
5. Collaborates with the Website Manager to maintain current bylaws on the website.
6. Facilitates regular review and update of the organizational policies and procedures and submits to the Board for approval by vote.
7. Participates in the development of the annual budget and the ongoing monitoring of utilization of resources to ensure financial viability and long-term stability.
8. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
9. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.