

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



JOB DESCRIPTION: Conference Planner Elect

This person shall be responsible for learning the planning, coordination and the means of ensuring the success of NCAHQ's annual conference(s).

Objectives:

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

Qualifications:

1. Active NCAHQ member
2. Ability to commit amount of time necessary to perform duties (Approx. 5-15 hours/week); time commitment ebbs and flows throughout the year, with greater involvement as planning starts for the annual conference and at conference time.
3. Ability to coordinate/delegate several required conference planning

Duties include:

1. Learn and assist with the planning of NCAHQ educational opportunities. Specific leadership responsibilities, which may be delegated to the team, include:
 - a. Participate in team meetings at least three (3) times a year.
 - b. Communicate and coordinate conference activities with the Board including:
 - i. Planning, implementation and evaluation of educational offerings
 - ii. Budget needs/status
 - iii. Assessment of educational needs of NCAHQ membership
 - c. Partner with Education Committee Chair to ensure authorization for CPHQ CEUs through NAHQ.
2. Learn how the following activities occur and participate in the coordination and development these activities: network planning, vendor planning, brochure development, and conference attendee materials development.

3. In the absence or disability of the Conference Planning Team Leader perform the duties and exercise the powers of that office.
4. Learn the role of the Conference Planning Team Leader by active participation in all events sponsored by NCAHQ.
5. Participates in the development of the annual budget as well as the ongoing monitoring of resource consumption to ensure financial viability and long-term stability.
6. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
7. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.