

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



POSITION: Conference Planning Team Leader

This person shall be responsible for overseeing the planning of and 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 activities

Duties include:

1. Specific leadership responsibilities, which may be delegated to the team, include:
 - a. Work with Conference Planner Elect and Team in planning educational opportunities.
 - 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 in collaboration with Education Committee
 - c. Partner with Education Committee Chair to ensure authorization for CPHQ CEUs through NAHQ and CPPS CEUs through IHI.
2. Oversee activities of the following: Network planning, Vendor planning, designing website brochure with schedule and registration form.
3. Communicate and coordinate with speakers: Confirmation and Reimbursements Agreement forms.

4. Communicate and coordinate with speakers: dates their presentations are needed for posting on the web.
5. Communicate and coordinate with Website Manager in making presentations available to Conference attendees, as well as the conference schedule and registration forms.
6. 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.
7. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
8. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.