

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



JOB DESCRIPTION: Immediate Past-President

This person shall provide support for the activities of NCAHQ and provide support to the NCAHQ President.

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. 1-3 hours/week)
3. Prior President of NCAHQ

Duties include:

1. Participates in planning of conferences as needed.
2. Acts as a mentor to the current President.
3. Remains active in the organization by attending Board Meetings and Educational Meetings.
4. Assists Bylaws & Nominations Chair with preparing the next year's slate of officers.
5. Assists Bylaws & Nominations Chair with annual review of NCAHQ Bylaws.
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. Abides by the NCAHQ Fiduciary Responsibilities and Financial Guidelines, Policies, and Procedures.
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.