

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



POSITION: Membership Secretary

This person shall be responsible for maintaining an accurate NCAHQ membership list.

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. 1-5 hours/week)
3. Knowledgeable user of the internet and email

Duties include:

1. Maintains a current membership list and provides updates at monthly BOD meetings or as indicated by changes in membership.
2. Responds to website requests for change of address, requests for information etc. in a timely manner.
3. Actively recruits new members, coordinates sharing information and membership application by directing prospective members to the website and also reach out to expired members in order to retain.
4. Send out 'Welcome' communication to new members.
5. Keeps membership information on the website up to date.
6. Generate NCAHQ demographic reports to determine membership composition.
7. Coordinates emails to membership through Website Manager as directed by BOD.
8. Advises President about new members so President can send out welcome communication. Recognizes new members at Educational Meetings.
9. Collaborates with conference planning team for conference registration materials. Creates registration list, nametags and coordinates appropriate ribbons
10. Check membership status of all Board of Director nominees prior to the election.

Approved by Board of Directors: 11/23/16, 1/18/19, 8/23/19, 3/6/20

11. 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.
12. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
13. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.