

NORTH CAROLINA ASSOCIATION FOR  
HEALTHCARE QUALITY



## JOB DESCRIPTION: President-Elect

### 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. 3-8 hours/week)
3. Previous NCAHQ BOD experience of at least 2 years

### Duties include:

1. In the absence or disability of the President, performs the duties and exercises the powers of that office.
2. Chairs the Marketing/PR Committee, with responsibilities that include:
  - a. Quarterly Newsletter
  - b. Social Media
  - c. Works with all committees to help market NCAHQ events.
3. Learn the role of the President by active participation in all events sponsored by NCAHQ.
4. Assist with conference planning as needed.
5. Serves as parliamentarian (as defined by Robert's Rules of Order).
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.