

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



JOB DESCRIPTION: President

This person shall be accountable for all NCAHQ activities and act in the role of chairperson for NCAHQ meetings (Business meetings and Board of Directors (BOD) meetings).

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. 3-10 hours/week)
3. Prior NCAHQ BOD experience of at least 2 years
4. Ability to provide leadership with regard to strategic planning and organizational performance.
5. Active NAHQ member

Duties include:

1. Serve as Chair of BOD; preside at all Board meetings.
2. Communicate all pertinent information to the NCAHQ BOD.
3. Utilize checks/balances model of oversight of the Treasurer.
4. 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.
5. Abide by the NCAHQ Fiduciary Responsibilities and Financial Guidelines P&P.
6. Represent NCAHQ (or appoints a designee) at other local/state healthcare meetings/conferences.
7. Participate in creation of member/website updates as needed.
8. Participate in planning of conferences as needed.
9. Notify Board of Director candidates concerning election results and send out 'Welcome' communication.

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

10. Mentor President-Elect.
11. Delegate other duties to the Board of Directors for the operation of NCAHQ as needed.
12. Participates in the development and ongoing review of the strategic plan and monthly deliverables as it relates to the overall success of NCAHQ.
13. Participates in the Multi-State Collaborative meetings.
14. Participates in the work of the Marketing Committee as needed.