The President shall act as Chairperson of the Board and shall preside at all meetings of the Board. The President shall submit an annual written report to the Board and the membership of the Society.

**Duties and Responsibilities:**

- **Maintain active membership in the American Society for Healthcare Risk Management.**
- **Preside over meetings of the Board of Directors (BOD) and the Executive Committee and call special meetings as the need arises.**
- **Work with the Executive Director to see that all resolutions of the Board are executed.**
- **Manage the strategic and annual operating planning processes and review progress, including project and financial outcome.**
- **Coordinate with the Executive Director the work of the officers and special committees of the Board.**
- **Establish communication and a positive working relationship with the Board and the Executive Director and encourage communication between Board meetings.**
- **Facilitate Board decision-making and foster a sense of team spirit.**
- **Assist the Executive Director in preparing the agenda for Board meetings and in developing orientation and planning processes.**
- **Maintain direct communication with membership on the progress of the Board initiatives; prepare an annual report to membership.**
- **Participate in the Executive Director’s annual performance evaluation.**
- **Participate in regularly scheduled Board meetings and conference calls.**
- **Come to Board meetings prepared and informed about issues on the agenda and review materials, which are sent between Board meetings, and respond as requested.**
- **Participate effectively in Board meetings by understanding that Board leadership is a group responsibility, contribute to meetings, and consider other points of view.**
- **Consider and acknowledge the needs of the entire membership when carrying out decision-making responsibilities.**
- **Maintain confidentiality, as required, of information discussed and presented at Board meetings.**
- **Be informed about the Society’s mission, policies, programs, and services.**
The President-Elect shall assume the duties of the President whenever the President is unable to serve, and the President-Elect shall assume the office of President during the year following his/her term as President-Elect.

**Duties and Responsibilities:**

- **Maintain active membership in the American Society for Healthcare Risk Management.**
- **Participate in regularly scheduled Board meetings and conference calls.**
- **Assume the office of the President when the current President’s term expires.**
- **Perform the duties of the office of the President whenever the President is unable to do so and fill the unexpired term of the President when required.**
- **Become knowledgeable about the Society’s operations and program areas.**
- **Provide for an orderly transition in leadership by becoming familiar with the duties and responsibilities of the office of the President.**
- **Support, represent, and communicate strategic plan elements to others and promote Society membership.**
- **Promote a governance partnership and encourage communication between the Board and the staff.**
- **Collaborate with the President and Executive Director in the development and implementation of the Society’s annual operating plan.**
- **Support the strategic planning process of the Society by working with the Board of Directors and the Executive Director in preparation of the annual operating plan and development of the annual Society budget.**
- **Assist the President in administrative matters, as needed, and perform responsibilities as delegated by the Board President.**
- **Participate on the site selection committee for the next annual education conference.**
- **Participate in regularly scheduled Board meetings and conference calls.**
- **Come to Board meetings prepared and informed about issues on the agenda and review materials, which are sent between Board meetings, and respond as requested.**
- **Participate effectively in Board meetings by understanding that Board leadership is a group responsibility, contribute to meetings, and consider other points of view.**
- **Make constructive suggestions and help the Board make decisions that benefit the Society.**
- **Consider and acknowledge the needs of the entire membership when carrying out decision-making responsibilities.**
- **Maintain confidentiality, as required, of information discussed and presented at Board meetings.**
- **Be informed about the Society’s mission, policies, programs, and services.**
- **Serve as Board liaison to volunteer activity areas by helping volunteers meet goals/objectives and report progress of outcomes to the Board.**
Treasurer

The Treasurer shall maintain all financial records of the Society and shall prepare a report for each Board Meeting and each Annual Meeting of the Society regarding the financial condition of the Society. The financial records shall be made available to Members of the Society in the manner determined by the Board.

Duties and Responsibilities:

- Participate in regularly scheduled Board meetings and conference calls.
- Become knowledgeable about the Society’s operations and program areas.
- Support the strategic planning process of the Society by working with the Board and Executive Director in preparation of the annual operating plan and development of the annual Society budget.
- Chair the Finance Committee and provide oversight and support for the functions of the Audit Committee.
- Participate in regularly scheduled Board meetings and conference calls.
- Come to Board meetings prepared and informed about issues on the agenda and review materials, which are sent between Board meetings, and respond as requested.
- Participate effectively in Board meetings by understanding that Board leadership is a group responsibility, contribute to meetings, and consider other points of view.
- Consider and acknowledge the needs of the entire membership when carrying out decision-making responsibilities.
- Maintain confidentiality, as required, of information discussed and presented at Board meetings.
- Be informed about the Society’s mission, policies, programs, and services.
- Serve as Board liaison to volunteer activity areas by helping volunteers meet goals/objectives and report progress of outcomes to the Board.
- Provide regular updates regarding the financial metrics of the Society.

Secretary

The Secretary shall be responsible for recording of minutes of all meetings of the Society, the Board, and the Executive Committee. Minutes of all meetings shall be made available to Members of the Society in the manner determined by the Board.

Duties and Responsibilities:

- Participate in regularly scheduled Board meetings and conference calls.
- Become knowledgeable about the Society’s operations and program areas.
- Support, represent, and communicate strategic plan elements to others and promote Society membership.
- Promote a governance partnership and encourage communication between the Board and staff.
- Record and publish minutes from the regularly scheduled Board meetings and the annual business meeting.
• Support the strategic planning process of the Society by working with the Board of Directors and the Executive Director in preparation of the annual operating plan.
• Assist the President in administrative matters, as needed, and perform responsibilities as delegated by the Board President.
• Participate in regularly scheduled Board meetings and conference calls.
• Come to Board meetings prepared and informed about issues on the agenda and review materials, which are sent between Board meetings, and respond as requested.
• Participate effectively in Board meetings by understanding that Board leadership is a group responsibility, contribute to meetings, and consider other points of view.
• Consider and acknowledge the needs of the entire membership when carrying out decision-making responsibilities.
• Maintain confidentiality, as required, of information discussed and presented at Board meetings.
• Be informed about the Society's mission, policies, programs, and services.
• Serve as Board liaison to volunteer activity areas by helping volunteers meet goals/objectives and report progress of outcomes to the Board.

The Director shall be responsible for establishing the Society's plans, policies, and objectives. At all times, the actions of the Director shall be in conformity with the bylaws of both the Society and the Society’s affiliation agreement with the American Society for Healthcare Risk Management (ASHRM).

**Duties and Responsibilities:**

• Participate in regularly scheduled Board meetings and conference calls.
• Come to Board meetings prepared and informed about issues on the agenda and review materials, which are sent between Board meetings, and respond as requested.
• Participate effectively in Board meetings by understanding that Board leadership is a group responsibility, contribute to meetings, and consider other points of view.
• Make constructive suggestions and help the Board make decisions that benefit the Society.
• Consider and acknowledge the needs of the entire membership when carrying out decision-making responsibilities.
• Maintain confidentiality, as required, of information discussed and presented at Board meetings.
• Be informed about the Society's mission, policies, programs, and services.
• Act as a liaison for one of the committees by providing information about committee activities directly to the Board and step in, if needed, to chair a committee if the committee chair is absent or cannot complete the term.