

13.0 Introduction to Board of Directors

13.1 PRESIDENT

ELIGIBILITY: Must have served on Board of Directors for at least one year. Must be a member of an organization that holds membership in Partners of WHA.

The President shall be the principal executive officer of Partners, preside at all Partners of WHA, Inc. meetings, oversee all operations, and shall be an official member of all standing and special committees. He/she will be the official representative of Partners of WHA, Inc. at all meetings requiring representation as time allows.

Responsibilities include but are not limited to:

1. Lead the organization in a manner consistent with the Bylaws and Policies and Procedures of Partners of WHA, Inc.
2. Serve as Chair of the Board, the Executive Committee, and the Membership Committee. Serve on the Bylaws, Finance, and Strategic Planning Committees. Appoint additional committee chairs and committee members as necessary. Oversee the operation of all committees including convention committee.
3. Establish dates and agendas for all meetings of Partners of WHA, Inc. and work with the Secretary for publication.
4. Notify WHA liaison of Partners of WHA, Inc. meeting dates and other important information. Correspond with WHA staff and administration as necessary.
5. Conduct a review of policies, bylaws, goals and objectives with the Executive Committee and the Board of Directors as deemed necessary.
6. Review budget and all financial statements.
7. Provide assistance to District Chairs as requested and deemed necessary.
8. Provide leadership training to members as possible.
9. Prepare informational material for state newsletter and submit to the Newsletter Editor. Review final newsletter copy prior to distribution.
10. Coordinate a schedule for the Spring Tour and attend the Spring District Meeting for each district.
11. Provide the following reports in a timely manner:
 - a. Written annual report to Partners of WHA, Inc. membership and WHA President
 - b. Report of member statistics
 - c. Written or oral report at any Board of Directors meeting
12. Submit original receipts for position related expenses along with a completed expense form to the Partners of WHA, Inc. Treasurer for reimbursement.
13. Work with web site coordinator to keep website information up to date.
14. Visit possible convention sites and make recommendation to the Executive Board for final selection.
15. Sign all convention related documents.
16. Provide second signature on all financial accounts.

17. Attend WHA and AHA meetings, conventions and leadership training opportunities as permitted by the Board of Directors.
18. Promptly turn over all records to the incoming Present upon completion of term of office.

13.2 PRESIDENT – ELECT

ELIGIBILITY: Must have served on Board of Directors for at least one year. Must be a member of an organization that holds membership in Partners of WHA.

The President-Elect shall perform all duties and exercise all powers at the request of, or in the absence of, the President.

Responsibilities include but are not limited to:

1. Serve as a voting member of the Board of Directors.
2. Serve as chairperson of the Bylaws Committee.
3. Serve as a member of the Executive, Finance, Membership and Strategic Planning Committees and any other committees as requested by the President.
4. Serve as non-voting member of the Nominating Committee.
5. Shall attend the Spring District Meeting for each district.
6. Attend meetings and leadership seminars relevant to the office.
7. Be informed and knowledgeable and able to speak on current conditions and operations of Partners of WHA, Inc.
8. Prepare all required documents for District Honor Points Award. Assure award certificates are printed and ready to present at convention. Work with the convention chair on all preparations for the award presentation ceremony.
9. Present an oral and written report updating the board on the President-Elect activities, and those of the district chairs at the Board of Directors meetings. Written reports may be made available for distribution via email.
10. Maintain a list of individuals available as mentors. Assign mentors to new board members and other holders of Partners positions.
11. Work with web site coordinator to keep website information up to date.
12. Conduct district chair meetings.
13. Prepare and update new district chair orientation.
14. Visit possible convention sites as requested by President.
15. Accompany the President to Washington D.C. for the American Hospital Association Annual meeting during the second year of term as President-Elect.
16. Submit original receipts for position expenses along with a completed expense form to the Partners of WHA, Inc. Treasurer for reimbursement.
17. Develop plans for implementation during Presidential term.
18. Accept all other responsibilities delegated by the President or the Board of Directors.
19. Promptly turn over all records, including Leadership Handbook to the incoming Present-Elect upon completion of term of office.

13.3 SECRETARY

ELIGIBILITY: Must have served on Board of Directors for at least one year. Must be a member of an organization within Partners of WHA.

The secretary shall be the record keeper of all of the business of the Partners of WHA, Inc. and prepare minutes for reading and or distribution.

Responsibilities include but are not limited to:

1. Serve as a voting member of the Board of Directors.
2. Serve as a member of the Executive, Finance, Membership and Strategic Planning Committees and any other committees as requested by the President.
3. Prepare correspondence as directed by the President.
4. Send notice of the time and place of all meetings of Partners of WHA, Inc. to all invited attendees.
5. Prepare minutes of all meetings of the MEMBERS, the Board of Directors, and any others as requested. Distribute them as directed.
6. Prepare minutes of the previous annual business meeting and submit them to the convention chair for publication at the annual convention.
7. Maintain an up to date file of board member's information. Notify WHA office of any change in board membership. Forward updated records to all Board members.
8. Manage and maintain all papers, letters, minutes and records of transactions pertinent to the Partners of WHA, Inc.
9. Make hotel and meal reservations for board members attending board meetings, executive meetings, and annual convention.
10. Sign as Secretary documents and instruments authorized by the Board of Directors.
11. Prepare all Board of Directors approved changes to the bylaws and policies and procedures and submit in a timely fashion to the Webmaster.
12. Submit original receipts along with a completed expense form to the Treasurer of Partners of WHA, Inc. for reimbursement.
13. Promptly turn over all records, including Leadership Handbook to the incoming Secretary upon completion of term of office.

13.4 TREASURER

ELIGIBILITY: Must have served on Board of Directors for at least one year. Must be a member of an organization that holds membership in Partners of WHA.

The Treasurer is the custodian of the organization's funds. He/she receives and distributes them upon authority of the Executive Committee or the Finance Committee. The Treasurer should be bonded.

Responsibilities of the treasurer include but are not limited to:

1. Serve as a voting member of the Board of Directors.
2. Serve as chairperson of the Finance Committee.
3. Serve as a member of the Executive, Bylaws, and Strategic Planning Committees and any other committees as requested by the President.
4. Secure the President and President-Elect as backup authorized check signers. Update the paperwork required by the bank promptly when officers change.
5. Prepare and send dues invoices to all local organization presidents by April 15th of each year. Keep a record of all organizations that have paid their dues and follow-up with any organization(s) that did not pay their dues. Notify President-Elect and President of the dues status of all member organizations that have paid their dues as of June 30th.
6. Annually apply for both raffle licenses in accordance with the Wisconsin Department of Gaming regulations. Upon receipt, forward a copy of the new licenses and a link to the regulations to the Convention Chair and the Raffle Chairs. Retain all purchased tickets for 12 months after the drawing.
7. Pay all bills and expense reports as authorized. Retain proper documentation including original receipts for all expense items.
8. For Treasurer's expenses, submit original receipts along with a completed expense report to the President of Partners of WHA, Inc. for reimbursement.
9. Prepare the budget, along with the finance committee, for approval by the Board of Directors and the general membership at the annual meeting.
10. Prepare regular and annual reports as requested by the Board of Directors.
11. Procure an annual financial review or audit as directed by the President and/or Board of Directors.
12. Prepare the Partners of WHA, Inc. nonprofit tax return Form 990 or 990 EZ and after review by the President, file the return with the IRS by May 15th or due date.
13. File an annual report with the Wisconsin Department of Financial Institutions after the end of the fiscal year. Due date is March 1st. Pay filing fee.
14. Maintain a permanent file of all current and the previous two years expired insurance policies. All insurance policies older than two years expired, should be delivered to the offices of WHA, Inc. for historical filing.
15. Maintain a permanent file of all current and previously filed tax returns. All filed tax returns older than five years, should be delivered to the offices of WHA, Inc. for historical filing.
16. Promptly turn over all records, including Leadership Handbook to the incoming Treasurer upon completion of term of office.

13.5 STATE COMMUNITY HEALTH EDUCATION CHAIR

ELIGIBILITY: Must be a member of an organization that holds membership in Partners of WHA.

The Community Health Education Chair is appointed by the State President and shall coordinate Partners' Community Health Education focus and initiatives.

The responsibilities of the Partners of WHA, Inc. Community Health Education Chair include, but are not limited to:

1. Serve as a voting member of the Board of Directors.
2. Serve as a member of the Strategic Planning Committee and any other committees as requested by the President.
3. Identify the Community Health Education focus for the year and establish the direction, guidelines and goals for the project upon approval from the State President.
4. Introduce the state health project to the districts. Challenge districts to create their own programs or projects that support the health focus.
5. Accompany the State President and President-Elect on the spring tour as requested and participate in the meetings as directed by the President.
6. Accompany the State President and other State officers to the annual American Hospital Association convention as requested by the State President. (Usually biannually.)
7. Maintain a list of all district and local CHE Chairs. Communicate with the district and local CHE chairs through email, personal correspondence and phone calls.
8. Prepare an article on Community Health Education for each issue of *Reaching Out*.
9. Consult with district and local groups when requested. Provide assistance and offer resource suggestions.
10. Work with the website coordinator to assure that the information on the website and Facebook page is current and correct. Create, review, and / or revise the program statement, reporting forms (state, district, and local), and any other information in the Partners of WHA leadership handbook.
11. Compile the information received from District CHE's year-end reports. Write a summary report for the spring board meeting. Contact District CHE Chair(s) if information is not received timely. Email a copy of the report to all board members.
12. Present an oral report at the spring and fall board meetings.
13. Submit original receipts of all position related expenses along with a completed expense form to the State Treasurer for reimbursement.
14. Promptly turn over all records, including Leadership Handbook to the incoming Community Health Education Chair upon completion of the term.

13.6 STATE PUBLIC POLICY EDUCATION CHAIR

ELIGIBILITY: Must be a member of an organization that holds membership in Partners of WHA.

The Public Policy Education Chair is appointed by the President and serves as a liaison for the state communicating information on legislative issues from

information received from Wisconsin Hospital Association and the American Hospital Association to the District Public Policy Chairs for dissemination to the local organizations.

The responsibilities of the Partners of WHA, Inc. Public Policy Education Chair include, but are not limited to:

1. Serve as a voting member of the Board of Directors.
2. Serve as a member of the Strategic Planning Committee, as the CEO Panel Chair of the Convention Committee, and any other committees as requested by the President.
3. Accompany the State President and President-Elect on Spring Tour to present the Public Policy Education Report.
4. Accompany the State President to the American Hospital Association Convention and participate in legislative visit day.
5. Coordinate Partners of WHA Public Policy Education Program upon approval from the State President.
 - a. Communicate Partners of WHA advocacy goals and WHA advocacy priorities to Partners of WHA officers, District Public Policy Education Chairs, and Local Public Policy Education Chairs
 - b. Regularly update Partners of WHA officers, District Public Policy Education Chairs, and Local Public Policy Education Chairs regarding pending legislation, advocacy successes and potential future public policy issues through articles in *Reaching Out* newsletters, written and oral PPE reports at the Spring and Fall District meetings, and through written and oral reports at the State Annual Meeting and Convention.
6. Inform and support District and Local Public Policy Education Chairs regarding all WHA and Partners advocacy issues, programs and initiatives by:
 - a. Planning and hosting the PPE meeting at the State Annual Meeting and Convention
 - b. Provide guidelines and support to District and Local PPE Chairs in completing annual reports and ensure they are returned in a timely manner
 - c. Consult with the District and Local PPE Chairs as necessary
 - d. Encourage all Partners members to join Hospital Education and Advocacy Team (HEAT)
 - e. Encourage all Partners members to attend WHA's Annual Advocacy Day

7. Annually review PPE forms and update as necessary and forward new forms to the Web/Resource Coordinator for posting on the Partners website. Notify the District and Local PPEs and the WHA Liaison of any changes.
8. Provide current PPE news and events to the Web/Resource Coordinator for posting on the Partners website.
9. Coordinate the selection of CEO Panel participants for the annual Partners of WHA Annual Meeting and Convention. Consult the WHA Liaison for a panel moderator and issue invitations to the prospective panel members.
10. Compile the data from the annual District PPE Chairs' end of the year reports. Prepare a comprehensive report of this information and present it at the Spring Meeting.

13.7 STRATEGIC PLANNING CHAIR and COMMITTEE

ELIGIBILITY: Must be members of an organization that holds membership in Partners of WHA.

The Strategic Planning Chair is appointed by the President to lead the Strategic Planning Committee to improve the efforts of Partners to support local healthcare volunteer organizations through education and advocacy for the health of our communities.

Responsibilities include but are not limited to:

1. Serve as a voting member of the Board of Directors.
2. Serve as chairperson of the Strategic Planning Committee.
3. Serve as a member of the Bylaws Committee and any other committees as requested by the President.
4. Shall hold at least two meetings of the Strategic Planning Committee and follow up on the work of the members throughout the year.

The Strategic Planning Committee is composed of not more than ten (10) members which shall include the Strategic Planning Chair, President, President-Elect, Treasurer, Secretary, Community Health Education Chair, the Public Policy Education Chair, the Wisconsin Hospital Association liaison and other members appointed by the President and the Strategic Planning Committee Chair. Each member shall participate in one of the projects of the committee.

13.8 IMMEDIATE PAST PRESIDENT

The immediate Past President shall serve on the Board of Directors for a term of two (2) years.

Responsibilities include but are not limited to:

1. Serve as a voting member of the Board of Directors.
2. Serve as chair of the Nominating Committee. The committee will be made of three (3) members of WHA Partners, Inc., representing 3 different districts, along with the President-Elect who participates in a non-voting capacity. They will prepare a slate of officers which will be published in the Partners of WHA newsletter edition prior to the annual convention. The slate of officers will be presented at the annual convention in the year of the election.

13.9 STATE CONVENTION CHAIR and COMMITTEE

ELIGIBILITY: Must be members of an organization that holds membership in Partners of WHA.

The president appoints the Convention Chairperson and the Co-chair (incoming chairperson). The Convention Chairperson is responsible for the entire convention planning and execution in collaboration with the committee chairs. Tasks may be shifted among the job descriptions, but the overall chairperson is ultimately responsible for the final outcome.

Responsibilities of the chairperson include:

1. Serves as a non-voting member of the Board of Directors.
2. Appoints and oversees convention subcommittee chairpersons, with approval of the president. Subcommittees may include
 - A. Registration
 - B. Printing
 - C. Program/Workshops
 - D. Raffles
 - E. Silent Auction
 - F. Vendors
 - G. Organizational Displays
 - H. Decorations
 - I. Hospitality
 - J. Evaluations
 - K. CEO Panel (handled by PPE Chair)

13.10 Wisconsin Award for Volunteer Excellence Chair (WAVE) and Committee

ELIGIBILITY: Must be members of an organization that holds membership in Partners of WHA.

The president appoints the WAVE Chairperson and three committee members from different districts for a one year term. The fifth member of the committee is the WHA liaison.

Responsibilities of the chairperson include:

1. Serves as a non-voting member of the Board of Directors.
2. Directs the work of the WAVE Award Committee according to the procedures in Chapter 18.

13.11 Best of the Best Award Chair and Committee

ELIGIBILITY: Must be members of an organization that holds membership in Partners of WHA.

The president appoints the Best of the Best Chairperson and three committee members from different districts for a one year term. The fifth member of the committee is the WHA liaison.

Responsibilities of the chairperson include:

1. Serves as a non-voting member of the Board of Directors.
2. Directs the work of the Best of the Best Award Committee according to the procedures in Chapter 18.

13.12 NEWSLETTER EDITOR

ELIGIBILITY: Must be a member of an organization that holds membership in Partners of WHA.

The Newsletter Editor shall be appointed by the President. The chair shall act as editor of the Partners of WHA, Inc newsletter. The Newsletter Editor is directly responsible to the President.

Responsibilities of the chairperson include:

1. Serves as a non-voting member of the Board of Directors.
2. Quarterly newsletters are to be sent at the direction of the President.
3. Solicit materials and assure that deadlines are publicized adequately.
4. Chair shall work closely with WHA for set-up and printing of newsletter.
5. Send a copy of the completed newsletter draft to the President for final approval prior to publishing.
6. Be available to local organizations that request assistance.
7. Present workshops as requested.

13.13 WEB/RESOURCE COORDINATOR

ELIGIBILITY: Must be a member of an organization that holds membership in Partners of WHA.

The Web/Resource Coordinator is appointed by and is responsible directly to the President. This individual must have above average computer skills and be able to work independently.

Responsibilities of the coordinator include:

1. Serves as a non-voting member of the Board of Directors.
2. Maintain and update the web site as directed by the President.
3. Assist and educate Partners of WHA, Inc. members on how to use the material contained in the website and the materials stored by WHA.
4. Coordinate storage of records/materials with WHA liaison.
5. Offer the President ideas for areas of improvement
6. Submit articles to the Newsletter Editor periodically.

13.14 PARLIAMENTARIAN

The President shall appoint a Parliamentary Advisor to the Board of Directors. This is a non-voting position. The Parliamentary Advisor shall be familiar with the most current edition of Robert's Rules of Order Newly Revised and will advise the Board of Directors accordingly.

13.15 COMMITTEES

There shall be an Executive Committee, Standing Committees and Special Committees as necessary.

- a. The Executive Committee shall consist of the officers of Partners: The State President, President-Elect, Secretary and Treasurer. Meetings of the Executive Committee shall be called by the President to transact business of the Partners, which may arise between regular meetings of the Board of Directors.
- b. The Standing Committees shall be concerned with the on-going projects and programs of the Partners. The Standing Committees include:

1. BYLAWS COMMITTEE

A "Bylaws Committee," chaired by the President-Elect and composed of not more than nine (9) members which shall include the President, the Immediate Past President, the Secretary, the Parliamentarian, the Treasurer, and the Strategic Planning Chair. The President may appoint additional members.

The Bylaws Committee shall present amendments to the Board of Directors for their approval; and thereafter, shall recommend to the general membership for adoption.

Any member of an organization that holds membership in Partners may send proposed amendments in writing to the Bylaws Chairperson for consideration for presentation to the general membership.

2. FINANCE COMMITTEE

A “Finance Committee,” chaired by the Treasurer and composed of the President, the President-Elect, and the Secretary. In addition, the President shall appoint one (1) additional committee member from the Board of Directors.

The committee shall be responsible for the financial operation of the organization including the annual budget and the reimbursement schedule. The President has the right to make the final decision on any issue of discussion within the Finance Committee.

3. MEMBERSHIP COMMITTEE

A “Membership Committee,” chaired by the President and composed of the President-Elect and all District Chairs. The Membership Committee shall suggest and implement ideas for increasing membership in organized local Partners, help recruit new organizations and encourage retention and recruitment of volunteers at the local level.

4. STRATEGIC PLANNING COMMITTEE

A “Strategic Planning Committee,” with a chair appointed by the President and composed of not more than ten (10) members which shall include the President, President-Elect, Treasurer, Secretary, Community Health Education Chair, the Public Policy Education Chair, and a Wisconsin Hospital Association liaison and other members appointed by the President and the Strategic Planning Committee Chair.

5. CONVENTION and AWARD COMMITTEES

These Committees are discussed with the Chair descriptions in 13.9 – 11.

c. SPECIAL COMMITTEES

The Special Committees shall be concerned with short term projects and programs of the Partners.