

## PARTNERS OF WISCONSIN HOSPITAL ASSOCIATION-WESTERN DISTRICT OFFICER JOB DESCRIPTIONS

### DISTRICT CHAIR:

The District Chair shall call and preside at all Partners of WHA, Inc. District Meetings and shall be an *ex officio* member of all standing and special committee except the Nominating Committee.

1. The Chair shall preside at all regular and District meetings and all special meetings of the Executive Board.
2. The Chair must meet with the District Officers to prepare a budget for the year. The budget should include all cash receipts and disbursements from the previous year and amounts budgeted for the current year to include the following:
  - a. Registration fees and mileage for District Meetings for the Executive Board.
  - b. Funds designated by the State Partners of WHA, Inc. to be used for education/leadership and speaker's fees (\$100.00 each per District.) The host organization may be reimbursed at the rate of \$50.00 for each of the two (2) District Meetings: coming from the State reimbursement. Any unused funds remain with the District.
  - c. The Partners of WHA, Inc. contributes to the mailing of the District newsletter. The amount is subject to change per the Partners of WHA, Inc. board of Directors. An additional amount for mailing the newsletter should be allowed for in the District budget.
3. The District Chair is responsible for writing three (3) newsletters during each year in office to be sent to the following:
  - a. State Partners President
  - b. State Partners President-Elect
  - c. State Partners Newsletter Editor
  - d. State Partners Secretary
  - e. State Partners Treasurer
  - f. State Community Health Education Chair
  - g. State Public Policy Education Chair
  - h. The seven other District Chairs
  - i. Western District Community Health Education Chair
  - j. Western District Public Policy Education Chair
  - k. Each local President of the Western District
  - l. Each DVS in the Western District
  - m. Immediate Past District Chair

13. The District Chair will encourage participation in Partners of WHA, Inc.

- a. Consult with the local President, DVS and/or the CEO when necessary.
- b. Stay in contact with Partners of WHA, Inc. president and enlist a visit, if necessary.
- c. Procedures to drop membership must be followed if no satisfactory agreement is reached:
  1. The entire membership of the local organization must be notified
  2. The entire membership must have a vote at a special meeting
  3. The local organization must notify in writing the results of the vote to dissolve to the Partners of WHA, Inc. president.

### **DISTRICT CHAIR-ELECT**

The District Chair-Elect shall work closely with the Chair in all capacities and in the absence of the Chair shall preside at meetings. The Chair may delegate specific responsibilities. In the event that the Chair cannot complete his/her term, the Chair-Elect will fill the remainder of the term plus his/her two-year term as Chair.

1. The District Chair-Elect is expected to attend the District Spring and Fall Meetings and any special meetings. She/he is expected to attend State Partners of WHA, Inc. convention and all leadership training workshops or seminars.
2. The District Chair-Elect serves on the Budget Committee, and any other committee as designated by the Chair.
3. The District Chair-Elect is responsible for the Honor Point report to be completed and sent to the Partners of WHA State President by July 15<sup>th</sup>.

### **DISTRICT SECRETARY-TREASURER**

The District Secretary-Treasurer position is one of dual responsibility. The duties of the District Secretary are:

1. Keep the minutes of all regular District Meetings that are held in the Spring and Fall and any special meetings that may be called.
2. The Secretary is responsible to do a roll call to include number of total previous District attendees and total number of new District attendees. Response will be given by local Partners of WHA President or attending representative.
3. A copy of the Secretary's minutes must be kept as a permanent record and a copy given to the District Chair as soon as possible.

## **DISTRICT PUBLIC POLICY EDUCATION CHAIR (PPE)**

The District Public Policy Education Chair is appointed by the District Chair and may serve a total of two, (2) two year terms.

1. The District PPE Chair shall keep a complete record (name, address, telephone number, and email address) of all PPE Chairs and supply this list to the District Chair by March 1<sup>st</sup> and October 1<sup>st</sup> annually and communicate with local PPE Chairs a minimum of twice a year.
2. The District PPE Chair shall collect local PPE reports and complete the District PPE Report (Located in Leadership manual or [partnersofwha.org](http://partnersofwha.org).) The report shall be sent to the State PPE Chair by March 1<sup>st</sup>.
3. The District PPE Chair shall report orally on legislative activities at the Spring and Fall District meetings, unless a meeting schedule provides for legislative updates by Partners of WHA, Inc. PPE Chair or other WHA representative. A written report covering the verbal activities shall be made available to all local PPE Chairs, District Chair and District Secretary.
4. The District PPE Chair is responsible for keeping the PPE Manual current and to communicate with his/her successor by transferring all pertinent materials to him/her.

*Oct. 27, 2014*