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***President Position Description***

***Minnesota Association of Healthcare Volunteer’s mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota’s health care facilities***

***Minnesota Association of Healthcare Volunteers vision is to be the premier leader, partner, and resource for healthcare volunteers and auxilians***

**The President is the chief executive officer of Minnesota Association of Healthcare Volunteers and the Leadership Board of Directors. The President is charged to move the Minnesota Association of Healthcare Volunteers toward a vision to be the premier leader, partner and resource for health care volunteers and auxilians.**

**Term**

The President is elected at the Annual Meeting to serve one term, followed by a one term as Past President. Term of office begins at the Annual Meeting/installation.

**Responsibilities**

* The Past President, President and President-Elect are a team; schedule a strategic planning meeting with the three of you at least 2 – 3 times a year
* Plan and preside at Leadership Board Meetings
* Be responsible for the organization’s business and budget
* Keep Standing Rules and Leadership and Committee board member position descriptions up to date
* Take leadership for disseminating information across the organization
* Lead the planning process for the Leadership Board
* Foster leadership development and education for board members
* Represent the Leadership Board at district meetings
* Represent the Minnesota Association of Healthcare Volunteers externally when invited and to the extent possible
* Foster partnership relationship with MN Hospital Association (MHA), *LeadingAge* MN, and other partners
* Represent Minnesota Association of Healthcare Volunteers at State Auxiliary Leaders meetings

**Expenses**

All approved/reasonable expenses incurred by the President will be paid by the organization per current Standing Rules and other expenses approved by the Board.

**Qualifications**

* Knowledge of and commitment to the mission and vision of the Minnesota Association of Healthcare Volunteers
* Organizational leadership experience
* Willing to commit time and travel
* Written and oral communication skills
* Technology expertise (e-mail, document preparation)

**Benefits**

Satisfaction that comes with service

Opportunities for personal growth and development

**Time Commitment**

September of the year elected

* Schedule a face to face meeting with the Past President and President-Elect to do strategic planning
* Establish President’s Priorities for the year ahead
* Attend Leadership Board Meeting/Annual Conference/Annual Meeting
* Support and assist the outgoing President
* Prepare closing remarks for Annual Meeting
* Prepare for presentation of Minnesota Association of Healthcare Volunteers’ to outgoing Leadership Board members (gifts optional)
* Host “President’s Reception” the afternoon of the Annual Meeting day (optional)
* Write an introduction for the website
* Make arrangements to attend Fall District Annual Meetings
* Revise Minnesota Association of Healthcare Volunteers brochure, fact sheet, board list, table tents, power point
* Work with the incoming President to make arrangements for the November MAHV meeting including the Leadership Board, the District Chairs and the committees – need one room for the Leadership Board and one for the District Chair training

October

* Build agenda; send notice, agenda, and President’s Report for November Board Meeting; determine room list; confirm rooms and catering
* Work with Secretary to assemble and electronically disseminate board packet/report including agenda and President’s Report – 10 days prior to meeting date
* Support Membership Chair planning for district chair training
* Identify committees, work teams, and strategies to advance priorities
* Attend Fall District Annual Meetings per schedule

\*Prepare welcoming remarks for the District Forums

\*Support District Chairs at Presidents’ meetings

\*Review site arrangement for Spring Forums

\*Identify future Board leadership at district meetings

November

* Send letters to MHA and *LeadingAge* MN thanking them and invoicing for the next year
* Preside at November Board Meeting
* Follow up to Board Meeting with summary and action steps
* Write and send article for website

 December

* Reflect on how things are going
* Do year-end report to the Board
* Organize for a January Leadership Board meeting/conference call (optional)
* Build agenda; send notice, agenda, and President’s Report for January Board Meeting

January

* Convene January Board Meeting
* Follow up to Board Meeting with summary and action steps
* Write an article for the website

February

* Support Legislative Chair, offer assistance with planning/promoting Legislative Day
* Make arrangements to attend Legislative Day, prepare remarks

March

* Preside at Board Meeting prior to Legislative Day
* Attend Legislative Day
* Make arrangements to attend District Spring Forums
* Prepare educational presentation for Spring District Forums – share with other presenters
* Divide up District Forums among the President, President-Elect and Past President
* Write and send article for website

April

* Register and make arrangements to attend State Auxiliary Leaders meeting and American Hospital Association meetings in Washington DC (or designee) if there is a SAL meeting
* Attend District Spring Forums as scheduled

\*Support District Chair at Presidents’ meetings

\*Present educational program (may use one of the modules)

\*Review site arrangement for the district Fall Forums

\*Identify future Board leadership at the Forums

* Make arrangements for the June MAHV Leadership Board meeting – 1 or 2 days determined by President

May

* Attend SAL/AHA meetings in Washington DC (optional/designee)
* Build agenda; send notice, agenda, and President’s Report for June Board Meeting
* Work with Secretary to assemble and electronically disseminate board packet, including agenda and President’s Report
* Write article for website

June

* Preside at June Board Meeting
* Follow up to Board Meeting with summary and action steps

Summer

* Review/update Standing Rules, Board Member Position Descriptions, and Strategic Plan
* Finalize calendar for the following year, including District Forum schedule
* Check in with the Past President about the Nominating committee progress
* Support Annual Meeting Chair, offer assistance with planning/promoting
* Write Conference Welcome, President’s Report, and agenda for the Conference Program
* Select your choice for the President’s Award
* Make arrangements to attend the Annual Conference
* Prepare remarks for the annual meeting
* Review with the parliamentarian the proper procedure for election/installation of officers
* Organize for the Leadership Board meeting the day before Annual Conference (optional)
* Build agenda: send notice, and agenda for Board meeting

September/October

* Attend Minnesota Association of Healthcare Volunteers Annual Conference
* Preside at September/October Leadership Board Meeting and Annual Meeting
* If applicable, support the incoming President, offering assistance if requested
* Making arrangements for the November Leadership Board meeting, District Chair training and committee meeting – two days. Work with the incoming President
* Write and send a farewell article for website