



Minnesota Association
of Healthcare Volunteers

District Chair Position Description

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

MAHV's vision is to be the premier leader, partner, and resource for healthcare volunteers

MAHV promotes a team model for each geographic district. The District Chair works collaboratively with the MAHV Membership Chair to provide information and support to local member volunteer organizations.

Term: One year. Renewable.

Responsibilities:

- Serve as a liaison between member volunteer organizations and MAHV
- Maintain communication with members through monthly emails and quarterly phone calls
- Communicate district forum dates and coordinate forums with host facilities
- Promote MAHV website and other resources to local member organizations
- Attend District Forums and annual conference
- Submit any changes in member contact info to Membership Chair

Expenses: Chairs will be reimbursed for expenses consistent with current Standing Rules

Qualifications

- Knowledge of and commitment to the mission and vision of the organization.
- Comfortable in a leadership role
- Willing to commit time and limited travel
- Written and oral communication skills
- Basic computer skills (e-mail, document preparation, participation in virtual meetings)

Benefits

- Satisfaction that comes with service
- Opportunities for personal growth and development

District Chair Time Commitment

Ongoing

- Send monthly e-mail and conduct quarterly phone call to members, as advised by Membership Chair
- Keep membership contact information up to date; send to Membership Chair
- Review district information on the website and submit updates/changes to the Membership Chair and Webmaster
- Update District Chair Handbook as needed.

November

- Attend annual District Chair training and quarterly roundtables (virtual option)
- Prepare end-of-year report (one page or less) as requested by Membership
- If newly appointed/elected, send letter (or email) of introduction to members in the district

January/February/March

- Promote and attend Legislative Advocacy Day (if scheduled)
- Begin planning the Spring District Forum, using the *District Forum Guidelines*

April/May

- Assist host at Spring District Forum, as needed.

June

- Prepare mid-year (one page or less) report for the Board and send to Membership, if requested

Summer

- Promote Annual Conference to members
- Begin planning the Fall District Forum, using the *District Forum Guidelines*

September

- Attend the Annual Conference

October/November

- Assist host at Fall District Forum, as needed

December

- Attend annual membership meeting (virtual)