



OHVMA Board Member Position Description

Position Title: District Chair

To promote the wellbeing of OHVMA through recruitment, retention, and succession planning. To advance the profession of healthcare volunteer administration through education, leadership, development, and networking.

Scope:

A District Chair serves as the representative for one of the districts in the State of Ohio. OHVMA districts include:

- Northwest
- Northeast
- Central
- Southwest
- Southeast

Qualifications:

- Active member of OHVMA, in good standing.
- Employed as a Healthcare Volunteer Management Professional.

Responsibilities:

- Plan and execute district meetings, events, webinars, etc., providing a minimum of 3 continuing education credits/contact hours per year.
 - Complete sanction form for continuing education credits/contact hours and send the sanction form to the President-Elect for review and approval.
- Coordinate district networking events as requested.
- Update and maintain a list of hospitals/healthcare facilities, volunteer management professionals and their contact information in respective district.
- Connect and build relationships with volunteer management professionals in respective district.
- Serves as a liaison to connect respective district members to OHVMA news, meetings, and events.
- Maintain written record of activities, including written and oral reports, for the Annual Report for the Annual Conference.
- Attend and report out at Full Board meetings.



Term:

- 2 - year appointed term.
 - Appointed by President and Executive Board (Please reference OHVMA Board Structure).
 - Eligible to serve up to two consecutive terms in the same office or at the discretion of the Executive Board.