



## OHVMA Board Member Position Description

### Position Title: Nominations

*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:

The Nominations position will assure that the nominations committee prepares and presents the slate of candidates for OHVMA Executive Board positions, at least 30 days prior to the Annual Meeting, per the Guiding Principles. The Nominations position will recruit and appoint, with assistance from the nominations committee, President, and President-Elect, OHVMA Board chair positions which include Membership Chair, Programming Chair, Communications Chair and District Chairs.

### Qualifications:

- Active member of OHVMA with previous board experience.
- Employed as Healthcare Volunteer Management Professional with a minimum of 2 years of experience.
- Demonstrates the leadership skills necessary to fulfill the responsibilities of the office.

### Responsibilities:

- Form a nominations committee with a representation from each district during an election year or as needed.
- Annual Meeting Preparation:
  - Create a slate of eligible candidates for elected Executive Board positions.
  - Present the slate of candidates to the membership at the Annual Meeting
  - Hold and execute the election of officers.
- Assist the Executive Board in the event of a vacancy(s) on the Executive Board.
- Recruit and appoint eligible candidates for the OHVMA chair positions with assistance from the nominations committee, President, and President-Elect.
  - Positions include Membership Chair, Programming Chair, Communications Chair and District Chairs.
- Uphold the Guiding Principles to ensure a valid election process is maintained.
- Attend all Executive Board and Full Board Meetings.



**Term:**

- 2-year elected term.
  - Eligible to serve up to two consecutive terms in the same office or at the discretion of the Executive Board.