



OHVMA Board Member Position Description

Position Title: Past President

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 Past President will advise the president, committees, and members of the board regarding past practices, general operations, and other matters to assist in the smooth operation of the Association.

Qualifications:

- Active member of OHVMA.
- 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, i.e. through previous OHVMA positions, preferred chair elect and/or other professional associations and/or hospital committee leadership roles, etc.

Responsibilities:

- Assist President and other Executive Committee Members, as needed.
- Facilitate an up-to-date *New Board Member Orientation*.
- Uphold the Guiding Principles to ensure a valid election process is maintained.
- Attend Executive Board and Full Board Meetings.

Term:

- 2-year elected term as Past-President.
 - Transition from President position (previous 2-year term).