



OHVMA Board Member Position Description

Position Title: 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 President leads the Association in all aspects; Board Meetings and Annual Meetings and oversees all committees within the OHVMA structure as needed. Promotes the growth of the Association, collaborates with other organizations for the purpose to enhance Volunteer Management in all Healthcare settings.

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, i.e. through previous OHVMA positions, preferred chair elect and/or other professional associations and/or hospital committee leadership roles, etc.
- Strong Interpersonal/Communication Skills:
 - Strength of collaboration with executive committee, executive board, district board members and potential new members.
 - Must be able to lead with confidence, give detailed instructions, work in a team setting, use strong collaboration and individual work ethic to achieve positive outcomes for the Board and OHVMA.
- Integrity:
 - Respects confidentiality of every decision made to promote the well-being of the organization as needed.
- Ability to commit to serving as President of the OHVMA Executive Board and Full Board.



Responsibilities:

- Lead all board and annual meetings.
- Lead organizational planning to ensure succession with OHVMA.
- Understand and interpret OHVMA financial statements.
- Uphold the Guiding Principles to maintain the mission of OHVMA.
- Appoint committee chair positions.
- Support and lead committee chairs in completing projects.
- Oversee organizational events and happenings within each district, as needed.
- Work closely with Past-President for a seamless transition.
- Create annual board calendar. Board calendar examples:
 - Recruitment timeline for Districts.
 - Conference planning details by month – targets/dates.
 - Budget preparation, taxes, etc.
 - Annual Meeting – speech, awards.
 - Certification timeline – renewals.
 - Succession planning.
 - Board Retreat – board development/orientation/training.
 - Social media – domain name renewal, mission update, etc.
 - Guiding Principles – voting, nominating, quorum details.

Term:

- 2-year elected term as President.
 - Transition from President-Elect position (previous 2-year term).
 - Transition to Past President position serving a 2-year term.