



OHVMA Board Member Position Description

Position Title: President-Elect

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-Elect fulfills the duties of the President in his/her absence or ability to serve, certifies all continuing education credits of the Association and promotes professional certification.

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 and/or other professional associations and/or hospital committee leadership roles, etc.

Responsibilities:

- Support President and/or committee chairs in completing special projects.
- Assist with organizational planning to ensure succession with OHVMA.
- Lead meetings and perform duties in absence of the President.
- Understand and interpret OHVMA financial statements.
- Uphold the Guiding Principles to maintain the mission of OHVMA.
- Oversee organizational events and happenings in each district to guide and support district chairs.
- Review and approve continuing education (CE's) or contact hour(s) sanction forms for OHVMA educational programming, district meetings, events, etc.
 - Create and email *Continuing Education Certificates* to current OHVMA members who attended approved events, meetings, etc.
- Attend all Executive Board and Full Board Meetings.
- Work closely with current President for a seamless transition.

Term:

- 2-year elected term as President-Elect.
 - Transition to President position to serve additional 2-year term.
 - Transition to Past-President position serving a 2-year term.