



OHVMA Board Member Position Description

Position Title: Programming 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:

The Programming Chair is responsible for planning, implementing, overseeing, and executing education initiatives for OHVMA Annual Conference and Education programming. These education initiatives should align with the OHVMA mission.

Qualifications:

- Active member of OHVMA, in good standing.
- Employed as a Healthcare Volunteer Management Professional.
- Demonstrates the leadership skills necessary to fulfill the responsibilities of the position.

Responsibilities:

- Work closely with Executive Board and Full Board to prepare and plan for educational programming and Annual Conference.
- Form subcommittees (Annual Conference and/or Educational Programming [webinars]), when applicable, with current OHVMA members.
- 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.
- Educational Programming:
 - Plan, implement, oversee, and execute OHVMA education initiatives and programming that aligns with the OHVMA mission and current volunteer, healthcare, etc. trends.
 - Select dates, confirm topics, coordinate speakers, etc.
 - Work with Communications Chair to promote educational initiatives.



- Complete sanction form for continuing education credits/contact hours and send the sanction form to the President-Elect for review and approval.
- Create and send post surveys to attendees, when applicable.
- Annual Conference:
 - Plan and execute Annual Conference that provides continuing education and professional networking that aligns with the OHVMA mission and current volunteer, healthcare, etc. trends.
 - Coordinate and organize speakers, schedules/agendas, activities, etc.
 - Select date, location/venue, theme, speakers, logistics of the day, etc.
 - Create fundraising opportunities, i.e. vendor fair, member engagement fundraisers (raffles, silent auction), etc.
 - Complete sanction form for continuing education credits/contact hours and send the sanction form to the President-Elect for review and approval.
 - Review and assist with scholarship process.
 - Identify program highlights and award opportunities.
 - Work with Communications Chair develop communication plan.
 - Work with Treasurer on budget, financial payables and receivables.

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.