President Elect Qualifications

* Active membership in MAHQ.
* Ability to provide leadership regarding strategic planning, mentorship, organizational performance and establishment of opportunities for MAHQ as an organization and for its members.
* Ability to commit significant amount of time necessary to effectively manage the Association.
* Previous experience as a member of the MAHQ Board of Directors (preferred) or equivalent work experience related to governance and healthcare.

General Responsibilities and Duties

* The President-Elect shall perform all duties assigned by the President and must become familiar with and prepare for the duties of the office of President.
* Become familiar with the aims, ideals, and mechanisms for conducting MAHQ business.
* Participate in developing the annual budget.
* Act as co-chair for the Strategic Planning Committee.

Observe and Prepare for Duties of Office of President

* Maintain regular communication with current Present and past President.
* Be aware of budget concerns.
* Be familiar with mechanisms for conducting business.
* Know parliamentary procedure, MAHQ Bylaws, policy and procedures, board functions,

 and how to conduct meetings.

Act as Co-Chair for Strategic Planning Committee

* Work with staff and the Board of Directors to determine the strategic planning process for the upcoming year.
* Provide the strategic planning process for the upcoming year to the Board of Directors.

Anticipated Time Commitment

* 2-3 hours per month

Estimated Number of Meetings/Conference Calls

* Participation at educational conferences.
* Participation in the Board of Directors meetings which are held at least six times per year.
* Other follow-up calls as necessary

Anticipated Personal Financial Commitment

* No personal money is required
* Time commitment from employer