**MAHQ Board of Director Position Description**

**Requirements for all Board Members**

* Active Membership in the MAHQ
* Participation in the Board of Directors meetings which are held at least ten times per year either in person or by conference call. Follow up calls as necessary.
* Perform a function or in a role that is determined to be necessary for the overall function of the Association.
* Able to provide 2-3 hours of volunteer work per month.
* Act as the Board of Director Liaison to a designated committee.
* Participation at educational conference.

**President Elect Qualifications (1 year term)**

* 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 provide the 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

* 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.
* Will serve as the President the following year (1 year term) and then as Past President (1 year term).

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.

**Secretary Qualifications (1 year term)**

* Minimally, experience with meeting attendance and review of minutes.

General Responsibilities and Duties

* The Secretary shall record the minutes of all meetings of the Board of Directors and the Association.
* The Secretary shall serve as Parliamentarian of the Association who advises the President and the members of the Board of Directors on procedures.

**Treasurer Elect Qualifications (1 year term)**

* Interest in learning the current Treasurer’s role that includes managing the Association’s financial activity and budget preparation.

General Responsibilities and Duties

* The Treasurer-Elect will learn the role of Treasurer and assist with:
* Receiving monies and monitoring bills incurred on behalf of the Association.
* Preparation of financial statements and annual report.
* Development of an annual budget.
* Submission of the annual 990 form to the IRS.
* Will serve the following year as the Treasurer

**Member-At-Large Qualifications**

* A healthcare professional who is an active member of MAHQ.
* History or interest in demonstrating leadership within the profession of healthcare quality.

General Responsibilities and Duties

The primary role of a member-at-large is of governance. Through this role of providing leadership and mentoring, the Board ensures that the work of the association is accomplished and the long-term viability of the association is ensured.

* Assist in the coordination of the affairs of the Association as voting members of the Board of Directors.
* Participates in the development and ongoing review of the strategic plan as it relates to the overall success of MAHQ.
* Provides input and feedback regarding the Association’s work routinely.
* Participates on Nomination Committee in preparing a slate of candidates for general election and calling for nominations.
* Participates on special projects as assigned by the President.
* Meets the obligations and time commitments of this position.
* Functions as a liaison for various committees.