

## NCAHAM Board of Directors Position Descriptions

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| <b>Position</b>       | <b>Certification Chairperson</b>   |
| <b>Term of office</b> | The term of office is for a minimum <b>one year</b>  |
| <b>Duties</b>         | <ul style="list-style-type: none"> <li>▪ Chairs the Certification Committee.</li> <li>▪ Ensures the quality and integrity of NCAHAM’s certification program by overseeing the development and updating of the CAM exam and study guide.</li> <li>▪ Administers/Proctors and grades the CAM and CAA exam. Provides and presents certificates to those passing the exam.</li> <li>▪ Maintains an accurate accounting of member’s credits and provides re-certification certificates.</li> <li>▪ Prepares certification reports for the Board and at designation workshops/conferences</li> </ul> |

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| <b>Position</b>       | <b>Communications Chairperson</b>  |
| <b>Term of office</b> | The term of office is for minimum <b>one year</b>  |
| <b>Duties</b>         | <ul style="list-style-type: none"> <li>▪ Chairs the Communications Committee.</li> <li>▪ Develops and coordinates publications for the NCAHAM web site that promote and communicate our mission, objectives, goals and activities.</li> <li>▪ Gathers and/or writes appropriate newsworthy items and publishes the NCAHAM newsletter two (2) times per year, to include vendor publications per sponsor level.</li> <li>▪ Serves as “photographer” at NCAHAM events and uses pictures in our communications, and post to social media and NCAHAM webpage.</li> </ul> |

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| <b>Position</b>       | <b>Membership Chairperson</b>  |
| <b>Term of office</b> | The term of office is for minimum <b>one year</b>  |
| <b>Duties</b>         | <ul style="list-style-type: none"> <li>▪ Chairs the Membership Committee.</li> <li>▪ Develops and oversees membership drives and activities, constantly striving to upgrade NCAHAM and its members.</li> <li>▪ Maintains up-to-date membership information, to include marketing to those non-participating hospitals and facilities.</li> <li>▪ Prepares membership reports for the Board and at designated workshops/conferences.</li> </ul> |

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| <b>Position</b>       | <b>Vice President – Executive Board</b>  |
| <b>Term of office</b> | <p><b>Serves for a total of four (4) years</b></p> <ul style="list-style-type: none"> <li>*One year as Vice President (Term 1)</li> <li>*One year as President Elect (Term 2)</li> <li>*One year as President (Term 3)</li> <li>*One year as Immediate Past President (Term 4)</li> </ul>  |
| <b>Duties</b>         | <ul style="list-style-type: none"> <li>▪ Serves as the vendor liaison.</li> <li>▪ Prepare and/or update information to keep vendors informed of opportunities to support NCAHAM and participates in our workshops/conferences.</li> <li>▪ Maintains an up-to-date list of vendors.</li> <li>▪ Responsible for vendor representation and/or sponsorships</li> <li>▪ Assists President and serves as President in the absence of the President.</li> </ul> |

## NCAHAM Board of Directors Position Descriptions

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|-----------------------|--|
| <b>Position</b>       | <b>Treasurer – Executive Board</b>   |
| <b>Term of office</b> | <b>Serves for a total of two (2) years</b>   |
| <b>Duties</b>         | <ul style="list-style-type: none"> <li>▪ Keeps an account of all monies received and expended toward the use of the Association.</li> <li>▪ Recommends to the Board of Directors the bank to be used by the Association.</li> <li>▪ Submits a financial report to the Board of Directors at each Board meeting, to include business meetings.</li> <li>▪ Insures that the Board of Directors authorizes who can withdraw funds from the Association’s bank accounts.</li> <li>▪ Acts as chairperson for the Finance Committee, and participates and attends workshops/conferences.</li> <li>▪ Supported by the President who is the second signature on all financial statements.</li> </ul> |

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| <b>Position</b>       | <b>Secretary – Executive Board</b>  |
| <b>Term of office</b> | <b>Serves for a total of two (2) years</b>  |
| <b>Duties</b>         | <ul style="list-style-type: none"> <li>▪ Participates and attends workshops/conferences.</li> <li>▪ Acts as custodian of minutes/records for all business meetings, conferences meetings/calls.</li> <li>▪ Coordinates and schedules regular occurring board meetings.</li> <li>▪ Distributes minutes to the board for all meetings.</li> <li>▪ Presents the minutes at each meeting, orally or printed. Requests approval from two members, and notes any needed corrections.</li> <li>▪ Maintains a list of all unfinished business and submits to President and/or President Elect as necessary.</li> <li>▪ Maintains roster of board attendees at each meeting.</li> <li>▪ Responsible for presenting minutes at annual fall conference, preceding the President and Vice President call to order.</li> </ul> |

NCAHAM Board of Directors Position Descriptions  
**NCAHAM Board of Directors 2017 Application Form**

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I wish to be considered for the position of: (you may check more than one)

- Communications Chairperson
- Certification Chairperson
- Education Chairperson
- Membership Chairperson
- Secretary
- Vice President

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|------------------|--|
| Name             |  |
| Title            |  |
| Organization     |  |
| Address          |  |
| City, State, Zip |  |
| Telephone        |  |
| Email Address    |  |

Have you discussed and received commitment for time and/or financial support from your healthcare organization?

- Yes       No

Are you a currently Certified Access Manager?

- Yes       No

**In addition to reading and acknowledging the position descriptions, all candidates must also submit a brief professional bio.**

Please return the completed nomination form by e-mail to [pmora@capefearvalley.com](mailto:pmora@capefearvalley.com), or bring with you to the conference.