

Duties of the President

1. Attend the annual ISH meeting
 - a. Chair the annual Board of Directors meeting
 - b. Name committees &/or positions during annual meeting
 - c. Give opening Welcome & preside over the General Session, Solicit delegates for NSH symposium HOD
 - d. Send these delegate nominations into the Credentials
 - e. Make him/herself available to the membership and vendors.
2. Attend the NSH Symposium/Convention or name an alternate.
 - a. Attend the President's Council, Region IV meeting, banquet, General Session, House of Delegates, 1st Timers' Reception if invited.
3. Appoint chairs for state meeting committees, to include, Site Coordinator, Program Director, Education Coordinator, Vendor Liaison, Award Nomination chair, and Registration Liaison. Persons can hold multiple positions.
4. Maintain the records of the Society's incorporation as a Not-for-Profit Corporation in the State of Illinois

Duties of the Vice President

1. Attend the annual ISH meeting
2. Chair any Board meeting the President is not able to attend.
3. Assist with planning the annual state meeting.
4. Mail or email Officer Nomination Forms & set up voting system
5. Secure a Election Chairperson to receive/review and tally the ballots
6. Respond to all board e-mails and votes

Duties of the Treasurer

1. Maintain the Society's checking and saving accounts.
2. Pay all bills in a timely manner.
3. Fill out and return all forms necessary to state and federal agencies.
4. Give Treasurer's report at Annual Membership meeting.
5. Assist with planning the annual state meeting
6. Respond to all board emails and votes.

Duties of the Secretary

1. Attend the annual ISH meeting
2. Record minutes and proceedings at the Annual BOD meeting. Report previous meeting minutes at annual meeting to the BOD. Maintain meeting reports for 7yrs.
3. Maintain a roster of current ISH members
4. Update the membership list following the Annual State Symposium
5. Assist with planning the annual state meeting
6. Respond to all board emails and votes.

Duties of the Delegates at Large

1. Attend the annual ISH meeting
2. Assist with planning the annual state meeting
3. Respond to all board emails and vote