

Job Title: President, AZHAM Chapter

Position Overview: The President of the AZHAM Chapter is responsible for leading the chapter, presiding over all meetings, and ensuring the effective operation of the Board. This role involves strategic oversight, financial stewardship, and active engagement in conference planning and sponsorship outreach.

Key Responsibilities:**1. Leadership and Governance:**

- Preside at all chapter meetings and Board meetings.
- Recommend and appoint Ad-Hoc task force Committees as needed.
- Ensure the chapter operates in accordance with its bylaws and policies.

2. Financial Stewardship:

- Jointly oversee all funds, securities, and other assets of the Association.
- Collaborate with the Treasurer to ensure accurate financial reporting and budgeting.

3. Conference and Sponsorship Outreach:

- Assist with annual conference sponsorship outreach to vendor contacts.
- Engage in keynote speaker outreach, coordinating the handoff of communications for any speaker or paid sponsor to the Conference Chairperson(s).

4. Strategic Planning:

- Lead the development and implementation of the chapter's strategic plan.
- Monitor progress towards goals and adjust plans as necessary.

5. Community Engagement:

- Represent the chapter at regional and national events.
- Foster relationships with other chapters and external organizations.

Qualifications:

- Proven leadership experience, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse groups.
- Financial acumen and experience with budget management.
- Experience in event planning and sponsorship outreach is a plus.

Term: The President shall serve a term of two, with the possibility of re-election as per the chapter's bylaws.

Job Title: Vice President, AZHAM Chapter

Position Overview: The Vice President of the AZHAM Chapter supports the President in achieving the Association's objectives and assumes the President's duties in their absence. This role involves active participation in conference planning, sponsorship outreach, and financial oversight, as well as serving as a backup to the Membership Chair.

Key Responsibilities:

1. Leadership Support:

- Assume the duties of the President in their absence.
- Assist the President in carrying out the Association's objectives.

2. Conference and Sponsorship Outreach:

- Assist with annual conference sponsorship outreach to vendor contacts.
- Engage in keynote speaker outreach, coordinating the handoff of communications for any speaker or paid sponsor to the Conference Chairperson(s).

3. Financial Stewardship:

- May have joint custody of all funds, securities, and other assets of the Association.
- Collaborate with the Treasurer and President to ensure financial integrity.

4. Membership Support:

- Serve as the backup to the Membership Chair, assisting with membership-related tasks as needed.

Qualifications:

- Proven leadership experience, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse groups.
- Financial acumen and experience with budget management.
- Experience in event planning and sponsorship outreach is a plus.

Term: The Vice President shall serve a term of two, with the possibility of re-election as per the chapter's bylaws.

Job Title: Secretary, AZHAM Chapter

Position Overview: The Secretary of the AZHAM Chapter is responsible for scheduling and preparing agendas for all Board meetings, maintaining accurate records, and managing correspondence. This role also involves financial oversight and serving as a backup to the Treasurer.

Key Responsibilities:**1. Meeting Coordination:**

- Schedule all Board meetings.
- Prepare and distribute the meeting agenda in advance of scheduled meetings.

2. Record Keeping:

- Keep, prepare, and maintain full and correct records of all meetings of the Association.
- Maintain a file of all correspondence regarding any activities initiated by the Association.

3. Financial Stewardship:

- Have joint custody of all funds, securities, and other assets of the Association.
- Serve as the backup to the Treasurer, assisting with financial tasks as needed.

Qualifications:

- Proven experience in administrative roles, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Attention to detail and ability to maintain accurate records.
- Financial acumen and experience with budget management is a plus.

Term: The Secretary shall serve a term of two years, with the possibility of re-election as per the chapter's bylaws.

Job Title: Treasurer, AZHAM Chapter

Position Overview: The Treasurer of the AZHAM Chapter is the main point of contact for all banking, payments, and invoicing. This role involves financial oversight, ensuring proper checks and balances, and compliance with non-profit tax legislation. The Treasurer also supports the Secretary as needed.

Key Responsibilities:

1. Financial Management:

- Serve as the main point of contact for all banking, payments, and invoicing.
- Have joint custody of all funds, securities, and other assets of the Association.
- Issue invoices for all monies owed and provide receipts for all monies received.
- Prepare and produce payments for any speakers for the annual conference.
- Reimburse Board members for expenses related to Association events, such as the annual conference.

2. Reporting and Compliance:

- Share a monthly bank statement with Board members.
- Ensure compliance with non-profit tax legislation (501©(3)) on an annual basis.
- Conduct an annual audit of all funds with the Board members.

3. Financial Oversight:

- Ensure proper checks and balances of all funds, securities, and other assets.
- Obtain Board approval for any chapter expenditures prior to payment release, with minutes reflecting majority approval.

4. Support Role:

- Serve as the backup to the Secretary, assisting with administrative tasks as needed.

Qualifications:

- Proven experience in financial management, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Attention to detail and ability to maintain accurate financial records.
- Knowledge of non-profit tax legislation and compliance requirements.

Term: The Treasurer shall serve a term of two, with the possibility of re-election as per the chapter's bylaws.

Job Title: Membership Chairperson, AZHAM Chapter

Position Overview: The Membership Chairperson of the AZHAM Chapter is responsible for maintaining the membership roster, conducting outreach to increase membership, and managing all email communications with members. This role also involves coordinating event communications and assisting with the annual conference.

Key Responsibilities:

1. Membership Management:

- Maintain the membership roster.
- Conduct active outreach to increase membership numbers year over year.

2. Communication:

- Maintain the AZHAM email account and handle all email communications to members.
- Email out all communications to AZHAM members, including event information, surveys, questionnaires, and reminders.

3. Event Coordination:

- Work with the Conference Chairperson to coordinate event communications.
- Assist the conference co-chairs with managing the check-in desk/process at the annual conference.
- Collaborate with the Publications Chairperson to obtain marketing materials and coordinate email communications for any marketed event.

4. Support Role:

- Serve as the backup to the [insert relevant position].

Qualifications:

- Proven experience in membership management or similar roles, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse groups.
- Experience in event planning and marketing is a plus.

Term: The Membership Chairperson shall serve a term of two, with the possibility of re-election as per the chapter's bylaws.

Job Title: Publications Chairperson, AZHAM Chapter

Position Overview: The Publications Chairperson of the AZHAM Chapter is responsible for producing newsletters, maintaining the website and social media, and creating marketing materials. This role involves coordinating with committee members for content and ensuring all communications are approved by the Board.

Key Responsibilities:**1. Newsletter Production:**

- Produce a newsletter highlighting AZHAM/NAHAM related events according to a schedule approved by the Board.
- Distribute the newsletter to the current AZHAM membership roster and post it on the AZHAM website and social media pages.
- Identify key committee members to solicit topics for newsletter articles and/or obtain written articles.

2. Website and Social Media Management:

- Maintain the AZHAM website and all social media accounts.
- Update the website with current events and ensure all changes are approved by the Board.
- Facilitate event communications on all AZHAM-associated social media and post updates.

3. Marketing and Visual Communications:

- Produce and/or update AZHAM marketing materials.
- Create “save the date” notices, flyers, and visual communications for events.

4. Support Role:

- Serve as the backup to the Education Chair.

Qualifications:

- Proven experience in communications, marketing, or similar roles, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse groups.
- Experience in content creation and social media management is a plus.

Term: The Publications Chairperson shall serve a term of two, with the possibility of re-election as per the chapter’s bylaws.

Job Title: Education Chairperson, AZHAM Chapter

Position Overview: The Education Chairperson of the AZHAM Chapter is responsible for identifying and addressing the educational needs of members, coordinating educational events, and creating educational materials. This role involves collaboration with the Publications Chairperson and ensuring all educational content aligns with the chapter's marketing design.

Key Responsibilities:

1. Needs Assessment:

- Obtain educational needs from AZHAM members by soliciting feedback from the membership roster on an annual basis at a minimum.
- Gather feedback on AZHAM-sponsored education events via surveys and/or annual conference surveys.
- Identify key board members to solicit topic suggestions for educational events.

2. Event Coordination:

- Coordinate and schedule AZHAM educational events, including but not limited to Lunch & Learn webinars on a quarterly basis.
- Create educational materials for all AZHAM education events, including PowerPoint presentations for Lunch & Learn events.

3. Collaboration and Communication:

- Assist the Publications Chairperson with communications regarding continuing education initiatives for distribution through the newsletter, website, social media, and other forms of communication.
- Work with the Publications Chairperson to ensure all education materials are consistent with AZHAM's marketing design.

4. Conference Preparation:

- Compile speaker presentations and create the PowerPoint for the annual AZHAM conference.
- Ensure all education materials and presentations are approved by the Board prior to distribution.

5. Support Role:

- Serve as the backup to the Publications Chair.

Qualifications:

- Proven experience in educational program development or similar roles, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse groups.
- Experience in event planning and content creation is a plus.

Term: The Education Chairperson shall serve a term of two, with the possibility of re-election as per the chapter's bylaws.

Job Title: Conference Chairperson & Co-Chairperson, AZHAM Chapter

Position Overview: The Conference Chairperson and Co-Chairperson are responsible for coordinating and facilitating the annual conference. This includes vendor coordination, keynote speaker arrangements, venue logistics, and food and beverage needs. They serve as the main points of contact for all conference-related communications and ensure the successful execution of the event.

Key Responsibilities:

1. Conference Coordination:

- Coordinate and facilitate the annual conference, including vendor coordination, keynote speaker arrangements, venue logistics, and food and beverage needs.
- Serve as the main points of contact for all communications to/from speakers, vendors, and the venue.

2. Venue Management:

- Locate and secure a venue for the annual conference.
- Work with the venue to address all conference needs, including room layout, meals, snacks, A/V requirements, and vendor booths.

3. Vendor and Speaker Coordination:

- Conduct outreach for annual conference speakers and sponsorship.
- Maintain ongoing communication with vendors and speakers to obtain presentation materials, bios, and any additional conference needs.

4. Planning and Facilitation:

- Facilitate the annual conference planning committee.
- Coordinate conference registration in conjunction with the Membership Chair and manage the registration table.

5. Event Logistics:

- Oversee all aspects of conference planning, including venue coordination, room layout, vendor booth layout, and vendor booth needs.

6. Board Membership Requirements:

- Ensure all board members are active NAHAM members with a current CHAM certification. Newly elected board members must obtain their CHAM.
- Discharge duties in good faith and with diligence, care, and skill. Failure to meet these requirements may result in suspension or removal from office.

Qualifications:

- Proven experience in event planning and coordination, preferably in a non-profit or association setting.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse groups.
- Experience in vendor and speaker coordination is a plus.

Term: The Conference Chairperson and Co-Chairperson shall serve a term of two, with the possibility of re-election as per the chapter's bylaws.