

# Role description - chapter vice president

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- Primary liaison with regional treasurer ensuring chapter P&L and financials are well managed, reported, and understood
- Ensures the integrity of chapter programming and events and alignment with HBA mission, values, and policies; is a liaison with the Education and Events Department President on programming strategy and for content review.
- Mentors, coaches and supports functional DAL's in their leadership roles and professional development
- Cultivates relationships with local healthcare/organizations in support of chapter goals
- Represents the chapter in regional and association meetings/forums when the chapter president is not available
- Manages engagement with Chapter Advisory Board\*, if appropriate including recruitment of new members, Ad Board meeting planning and follow-ups *\*if applicable; chapter advisory boards are not required*

## Key tasks of chapter executive committee

- Set the vision and key strategic initiatives for the chapter in collaboration with the chapter board and in alignment with the HBA vision and strategic imperatives
  - Ensure the chapter is in compliance with all HBA operating policies and bylaws and all relevant laws in their jurisdiction
  - Ensure the chapter is in compliance with financial guidelines and policies
  - Participate in association meetings and discussions to drive offering, process and value innovations and continuous improvement
  - Motivate, engage and empower board members and committee chairs
  - Track and monitor key chapter deliverables and progress towards goals
  - Ensure all board members actively participate with their respective HBA functional colleagues
  - Foster volunteer recruitment and recognition efforts; oversee board orientation; establish effective leadership within each functional area in support of the chapter goals; manage chapter succession planning
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