

# Role description - chapter president

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## *Team building:*

- Works with regional council, HBA central and chapter EC to create and maintain a strong chapter board.
- Chairs EC and board meetings; ensures efficient and effective chapter operations, attends to succession planning for self and DALs.
- Mentors, coaches and supports functional DAL's in their leadership roles and professional development.

## *Chapter leadership:*

- Oversees creation of chapter strategic and annual plan, establishes key priorities and 'culture' for the board
- Champions key chapter growth initiatives
- Responsible for annual chapter P&L

## *Association engagement:*

- Primary liaison with Corp Relations Department President ensuring alignment of the chapter with corporate engagement and outreach strategy.
- Represents chapter on regional council and to operating board, the membership, and the association; attends to chapter and volunteer recognition events as needed.
- Cultivates relationships with local healthcare/organizations in support of regional goals
- Works with regional departments to ensure effective on-boarding, training, and tactical support of chapter volunteers and activities.

# 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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