

## **Board of Directors and Committee Chair Policy Washington State Society for Healthcare Engineering**

### **Background:**

The WSSHE Board of Directors (BOD) is established through its [bylaws](#), which state:

*The Board of Directors of the Washington State Society for Healthcare Engineers shall consist of three representatives and two alternate Full members from each healthcare engineering Chapter, President, the immediate Past President, and the Secretary/Treasurer.*

WSSHE Committees are described by the bylaws as follows:

*There shall be standing committees and task forces as may be established and appointed by the President and approved by the Board of Directors. At a minimum, these will include: Financial Review, Bylaws/Policy and Procedures Committee, Semi-Annual Conference, Annual Conference, State Advocacy, and Federal Advocacy. All of the Society's committees and task forces shall be composed of the Society's membership. The President may establish or amend the committees or task forces during his term of office.*

The WSSHE [Strategic Plan](#) establishes the following "Standard Operating Objectives":

- |                           |                                    |
|---------------------------|------------------------------------|
| <i>1. Education</i>       | <i>5. Associate Member Affairs</i> |
| <i>2. Advocacy</i>        | <i>6. ASHE Affairs</i>             |
| <i>3. Administration</i>  | <i>7. Communication (proposed)</i> |
| <i>4. Chapter Affairs</i> |                                    |

### **Policy:**

Following is a list of roles and responsibilities of board members and committee chair positions, which are aligned with the strategic plan. All board members and committee chairs are expected to attend each board meeting (generally four each year), but no less than two, as well as the Annual and Semi-Annual Conferences. Individuals may hold more than one position if they wish (for example, a committee chair or President-Elect may also be a chapter representative).

Underlined positions are voting members, as described by the bylaws.

### **Roles and Responsibilities:**

#### President

- *Establishes board meeting dates, times, locations, and agendas*
- *Chairs board meetings*
- *Recruits and assigns committee chairs*

#### Immediate Past President

- *Provides guidance and assistance to President and Board*
- *Fills in for President when absent*

#### President Elect

- *Developmental position, assists President*

#### Secretary/Treasurer (Administration Chair)

- *Recruits committee members*

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- *Coordinates with committee members (and AMI) for the following:*
- *Records and promptly distributes minutes of board meetings*
- *Develops, reviews, and edits standard operating procedures*
- *Reviews and proposes changes to bylaws as appropriate*
- *Assists President in preparation of annual budget*
- *Reviews financial reports for accuracy and validity*
- *Reviews membership reports for accuracy and validity*
- *Prepares annual ASHE "Levels of Affiliation" award package*
- *Reviews and approves (or denies) expense reimbursement requests*

**Spring Symposium Chair**

- *Recruits committee members*
- *Coordinates with committee members to plan and execute semi-annual conference.*

**Annual Conference Chair**

- *Recruits committee members*
- *Coordinates with committee members to plan and execute annual conference.*

**Advocacy Chair**

- *Recruits committee members*
- *Coordinates with committee members, as well as state and federal counterparts, to respond to advocacy issues.*

**Associate Member Chair**

- *Coordinates with associate member community for sponsorships, vendor exhibits, and other opportunities to productively engage with and support WSSHE programs*

**Communication Chair**

- *Recruits committee members*
- *Coordinates with committee members (and AMI) for the following:*
- *Pursues initiatives to enhance communication with WSSHE members and potential members (outreach and recruiting)*
- *Coordinates with webmaster to manage web site content and structure*
- *Reviews and approves email flashes and postal mailings*
- *Manages use of social media (Facebook, LinkedIn, etc.)*
- *Solicits contributions for and develops periodic newsletters*

**ASHE Liaison**

- *Coordinates with ASHE for various issues related to chapter management and administration*

**Eastern Chapter Representatives (3, plus 2 alternates)**

- *Represents the interests of members in geographic area*

**Southwest Chapter Representative (3, plus 2 alternates)**

- *Represents the interests of members in geographic area*

**Puget Sound Chapter Representative (3, plus 2 alternates)**

- *Represents the interests of members in geographic area*