



Connecticut Society for Health Risk Management Board of Directors and Officers Responsibilities

Eligibility

Only active members of CSHRM in good standing and in compliance with all provisions of the Bylaws shall be eligible to serve on the Board of Directors and Officers of CSHRM.

Officers

Only regular and honorary members of CSHRM in good standing who have demonstrated active participation in CSHRM, meet the qualifications for the position as established by the Board of Directors, and are following the Bylaws shall be eligible to serve as officers of CSHRM.

The officers shall be the President, President-Elect, Secretary, and Treasurer, who shall be elected by the membership of CSHRM.

1. **President: (3-year term) President-Elect, President & Past President positions.** The President of the Society is elected first as President-Elect and then moves to President followed by Past-President to complete the 3-year commitment.
 - Must be a Member of CSHRM and ASHRM in good standing.
 - Preside at all meetings of CSHRM and Board of Directors.
 - Hold at least quarterly membership and board meetings.
 - Appoint members to standing and special committees, with the consent of the Board, and shall designate membership on such committees.
 - Liaison to ASHRM/Chapters and Regional meetings/information.
 - Submit annual Chapter Report to ASHRM (February deadline).
2. **President-Elect: (1-year term)**
 - Must be a Member of CSHRM and ASHRM in good standing.
 - Attendance at Chapter and Board meetings.
 - Responsible for coordination of Education at Chapter meetings and CEU Approval with ASHRM.
 - Perform the duties of the Office of the President whenever the President is unable.
 - Assist the annual Regional conference committee.



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3. **Immediate Past President: (1-year term)**

- Must be a Member of CSHRM and ASHRM in good standing.
- Attendance at Chapter and Board meetings.
- The Immediate Past President (or the Board's Designee) shall: initiate a general call for suggested nominees for vacant and/or expired offices of CSHRM and Board.
- Prepare a slate of eligible candidates for each position to be sent to the membership not less than thirty (30) days prior to the annual meeting.
- Present the tabulation to the Board for announcement to the membership.

4. **Secretary: (2-year term)**

- Must be a Member of CSHRM in good standing.
- Attendance at Chapter and Board meetings.
- Serve as recording secretary at any regular or special meetings of CSHRM or Board of Directors.
- Maintain an accurate list of the current CSHRM membership.
- Maintain the official minutes and records of CSHRM and forward to web administrator to store in website.

5. **Treasurer: (2-year term)**

- Must be a Member of CSHRM in good standing.
- Attendance at Chapter and Board meetings.
- Receive and record all dues and funds of CSHRM.
- Deposit all monies received as necessary into CSHRM's bank account.
- Disburse such funds as authorized by the Board.
- Validate receipt of dues.
- Submit a written report on the status of the funds on a quarterly basis to the Board.
- Responsible for coordination submission of tax, regulatory filings to maintain non-profit status.

6. **Vice-Treasurer: (1-year term)**

- Must be a Member of CSHRM in good standing.
- Attendance at Chapter and Board meetings.
- Perform the duties of the Treasurer whenever Treasurer is unable.
- Shadow Treasurer to learn and assume duties upon assuming Treasurer role.



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7. **Director: (2-year term)**

- Must be a Member of CSHRM in good standing.
- Attendance at Chapter and Board meetings.
- Actively participate and volunteer for committees at chapter and regional level as needed.