

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - PRESIDENT**

RESPONSIBILITIES

PROPOSED COMPLETION DATE

Attend and preside over all Board and General Educational Sessions	Established meeting dates
Act as a liaison with other organizations including NAHAM. Submit an article of MAHAP activities to NAHAM.	Ongoing
Attend NAHAM conference as the designated MAHAP affiliate delegate	Annual
Develop new committees	As needed
Assign committee chairs	As needed
Set Board meeting dates and prepare meeting agenda	Prior to meeting
Assure completion of annual reports from committee chairs and elected Board members	June meeting
Present annual report	June meeting

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - PRESIDENT ELECT**

RESPONSIBILITIES

PROPOSED COMPLETION DATES

Attend all Board and General Educational Sessions	Established meeting dates
Assist the president in the selection of all committee chairs	As requested
Prepare to assume the office of the president, by maintaining communication with members, other organizations and affiliates	Ongoing
Serve as the chairperson of the Annual Education Conference and coordinate with Conference Planning Committee.	Ongoing
Present annual report.	June meeting
Assume duties of President in their absence.	Ongoing

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - SECRETARY**

RESPONSIBILITIES

PROPOSED COMPLETION DATE

Attend all Board and General Educational Sessions	Established meeting dates
Record and provide the minutes of all Board meetings and send to Board members	Ongoing
Maintain the General Educational Sessions agenda	Established meeting dates
Send meeting notices for each Board and General Educational Sessions	At least 4 weeks prior to meeting date
Provide notebook to those individuals who paid for the Fall Educational Conference but were unable to attend	Fall
Maintain integrity and coordinate updates of the MAHAP website	Ongoing
Distribute networking e-mails to membership	Ongoing

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - TREASURER**

<u>RESPONSIBILITIES</u>	<u>PROPOSED COMPLETION DATE</u>
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Attend all Board and General Educational Sessions	Established meeting dates
Establish and maintain all bank accounts	Ongoing
Reconcile monthly bank statements	Within 14 days of receipt
Maintain records of debits and credits to all accounts	Within 14 days of receipt
Maintain all receipts	Ongoing
Pay Board-approved bills (receipts needed)	Within 30 days of receipt
Pay speaker fee	Within 30 days of receipt
Post dues	Within 30 days of receipt
Bank Deposits (Dues, Meeting Money, Other):	Within 14 days of receipt
Communicate treasurer's report at the membership meetings	Established meeting dates
Provide information and all balances for an annual report	June meeting
Accept reservations for the General Educational Sessions and Annual Fall Educational Conference.	Established meeting dates
Report meeting reservations to Program Co-Chairs	2-4 days before meeting
Prepare name badges for General Membership Session attendees	Established meeting dates
At the General Educational Sessions and Annual Fall Conference:	Established meeting dates
Check people in using reservation list	
Collect from those not paid	
Follow-up on unpaid meeting fees	

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - PAST PRESIDENT**

<u>RESPONSIBILITIES</u>	<u>PROPOSED COMPLETION DATE</u>
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Attend all Board and General Educational Sessions	Established meeting dates
Facilitate annual review of By-Laws with the Board.	Ongoing
Send proposed by-law changes to Board for approval	Within 14 days of Board of annual review
Send Revised by-laws to the Secretary for membership distribution	Within 30 days of Board approval
Present annual report	June meeting

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - PROGRAM CO-CHAIRPERSON**

RESPONSIBILITIES

PROPOSED COMPLETION DATE

Attend all Board and General Educational Sessions	Established meeting dates
Provide programs for General Educational Sessions	As scheduled
Secure meeting locations, menu selections, etc.	As needed
Obtain speakers (President approval required for speakers' fees over \$350.00)	As needed
Supply agenda information to Secretary including date, time, speaker information	4 weeks before meeting
Supply meeting contract to Treasurer for review and approval.	Ongoing
Report to meeting location:	
- Head count for meals	2 - 4 days before meeting
- Guest rooms for speakers and Program Chair	As needed
- Greet and introduce speaker(s)	Established meeting dates
Present annual report	June meeting
Supply agenda to Education Chairperson to obtain CEU's	One week prior to meeting or as needed.

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - EDUCATION CHAIRPERSON**

RESPONSIBILITIES

PROPOSED COMPLETION DATES

Attend all Board and General Educational Sessions	Established meeting dates
Promote accreditation to the membership and arrange proctor for the CHAM and CHAA examinations). Facilitate resolutions of issues with NAHAM.	Ongoing
Obtain Contact Hours for the Annual Fall conference for attendees and prepare certificates. Assign Contact Hours for General Educational Sessions and prepare certificates.	Ongoing
Assume responsibility for program speaker (s) evaluation	Ongoing
Present annual report	June meeting

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - MEMBERSHIP CHAIRPERSON**

RESPONSIBILITIES

PROPOSED COMPLETION DATE

Attend all Board and General Educational Sessions	Established meeting dates
Coordinate annual membership drive	Ongoing
Send membership renewal letter	December
Send reminder communication to members who have not renewed membership	February
Process new membership applications and notify Secretary. Forward check to Treasurer	Within 14 days of receipt
Distribute a membership roster to all members	Bi-annually
Develop and mail a "WELCOME PACKET" for new members to include:	
Welcome letter	Ongoing
By-laws	
Missions Statement and Goals	
Membership roster	
Certificate (entitling one free luncheon meeting)	
Present annual report	June meeting

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - NOMINATING COMMITTEE CHAIRPERSON**

RESPONSIBILITIES

PROPOSED COMPLETION DATE

Attend all Board and General Educational Sessions	Established meeting dates
Determine those eligible to nominate/vote according to the by-laws	Second week of February
Send nominating forms to members to be returned by first week of March	Third week of February
Determine those eligible to hold elected office according to the by-laws and obtain nominees approval.	Second week of March
Send letters to chosen nominees requesting a bio or resume for the ballot to be returned by first week of April	Third week of March
Prepare and send ballots, including bio information on each candidate to be returned by the first week of May	Second week of April
Notify candidates and Board of election results	First week of May
Present new Board members to General membership at May meeting	General membership meeting
Present annual report	June meeting

Updated: June 6, 2008

**MICHIGAN ALLIANCE OF HEALTHCARE ACCESS PROFESSIONALS  
JOB DESCRIPTION - 3RD PARTY UPDATES / LEGISLATIVE COMMITTEE CHAIRPERSON**

RESPONSIBILITIES

PROPOSED COMPLETION DATE

Attend all Board and General Educational Sessions	Established meeting dates
Communicate to MAHAP membership 3 <sup>rd</sup> Party updates	Ongoing
Communicate Legislative updates	Ongoing
Attend "Day at the Capitol" or appoint a designee	Yearly
Attend MPAA meetings as liaison	Ongoing
Present annual report	June meeting

Updated: June 6, 2008