

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Guide to Role and Responsibilities of
Officers and Committee Chairpersons

COMMITTEE: Chapter Management
NUMBER: CM-8 **DATE OF REVIEW / REVISION:**
November, 2025

POLICY: To provide a guide for the Officers and Committee Chairpersons to ensure activities are consistent with the goals and objectives of the organization; to provide committee continuity from year-to-year; and to ensure oversight as set forth in the bylaws and policies and procedures.

President

The President provides leadership to the organization and is responsible for assuring that the activities are compliant with the bylaws and are in line with the purpose and goals and objectives of the organization. In addition, the President will:

- Serve as a liaison to ASHRM, affiliated chapters and other professional organizations.
- Oversee and direct the CSHRM and ASHRM scholarship application program.
- Oversee and direct the application process for the ASHRM Chapter Recognition Awards.
- Communicate with the membership whenever necessary to keep them informed of Society activities.
- Oversee the membership process; provide consultation to the Membership Chair.
- Oversee the fiscal process to assure appropriate and timely accounting; provide consultation to the Treasurer.
- Appoint the Nominating Committee
- Assure that the organization is in compliance with the ASHRM standards for Chapter Management.
- Perform all other duties as customarily pertain to the office.

President-Elect

The President-Elect shall assist the president in carrying out his/her duty. During the year in this position, the President-elect is charged with learning all aspects of the Society in order to strengthen their leadership abilities when the office of President is assumed. In addition, the President-Elect will:

- Preside over any business meeting and meeting of the Board of Directors when the President is unable to attend.
- Assist in the Education program plan and activities, including annual conference and outreach programs;
- Assist with the ASHRM and CSHRM scholarship awards as approved by the Board as needed.
- Assist as a liaison to ASHRM.
- Perform all other duties as defined by the President.

Past President

The Past President holds an important role in the Society in assuring that continuity is maintained in the transition of leadership. In addition, the Past President will:

- Assist with Strategic Planning.
- Assist as a liaison to ASHRM.
- Direct the functions of the Nominating Committee.
- Oversee the Communication process and assure that the organization is in compliance with ASHRM Communication standards; provide consultation to the Communication Chair.
- Provide consultation to the President, President-Elect, Treasurer and Secretary

Secretary

The Secretary takes minutes at all meetings and meetings of the Board of Directors. In addition, the Secretary will:

- Organize and maintain all of the organization's electronic records for seven (7) years (longer if required by law) and arranges for safe storage.
- Keep a record of all the proceedings of the organization (minutes).
- Keep on file all Take minutes at BOD meetings.
- Provided minutes to committee/BOD Members.
- Upload the minutes to the CSHRM website.

Treasurer

The Treasurer is responsible for managing the monies and accounts of the organization. The Treasurer will:

- Maintain a complete record of all dues, income, expenses, assets and liabilities of the Society.
- Prepare or arrange for financial statements as required by the Board of Directors at the Society's annual meeting.
- Arrange for an annual financial review of the Society and shall provide the materials needed for said audit. A Committee of the President and two members shall conduct a random check audit after the close of the fiscal year, 4/30.
- File or arrange to have filed all required governmental documents, such as taxes and nonprofit corporation statement. Arrange for outside Tax Preparer to file Federal & State Non-profit Tax return, at a reasonable cost for a small, non-profit organization.
- Make deposits and pay bills upon receipt in a timely manner
- Advise Board on fund management at monthly Board of Director meetings.
- Maintain and check PO Box
- Renew/pay for continued web domain name

Deputy Treasurer

The Deputy Treasurer is responsible for performing duties of treasurer as needed.

Education Committee Chair

The Chairperson of the Education Committee will have the responsibility of planning all education programs and activities for the organization. This includes involvement in the educational materials for the annual meeting, additional in person conferences and online/webinar programs. In addition, this Chairperson will:

- Provide ongoing education programs and resources to meet members' need for professional growth and development.
- Assure that the Society's educational activities are in concert with and meet the needs and objective of the membership.
- Assure compliance with the ASHRM standards for Education.
- Obtain and provide appropriate CEUs for education programs.
- Provide cost-effective activities compatible with the overall budgetary goals of the Society.
- Work with Membership Committee to solicit articles for publication/distribution to members
- Work with Board to have a platform for educational content

Communication Committee Chairperson

This Chairperson is responsible for overseeing and coordinating communications. The chairperson assures that the Society's publications and announcements are sent via email to the members and posted on the organization's website. In addition, the Chairperson will:

- Oversee and maintain the CSHRMCA.org website on a monthly basis.
- Assure that the Society is in compliance with the ASHRM standard for Communications.
- Serve as a liaison with the other CSHRM Committee Chairpersons so that all-important information is published.

Membership Committee Chairperson

The Membership Committee Chairperson serves as the key link between the Board and the membership. This Chairperson will:

- Review all membership applications, and inform the Board if questions of eligibility arise per Bylaws Section 6.1.1
- Monitor collection of membership dues.
- Maintain a current membership roster.
- Publish a membership directory on an annual basis and as needed by the Board
- Provide updated membership mailing lists as needed
- Oversee the membership renewal process.
- Conduct a membership survey at least every three (3) years.
- Facilitate an annual membership drive and oversee the membership renewal process.
- Under board oversight, develop and facilitate communication across appropriate social media platforms to drive traffic to the website and encourage membership.
- Support all activities related to membership retention.

Sponsorship Committee Chairperson

The chairperson coordinates sponsorship activities. This includes:

- Solicitation of previous and potential sponsors.
- Maintaining records of past and present sponsors for a minimum of two years.
- Coordination of the sponsor recognition process.