

President

- Responsible for day-to-day activities of State Chapter, including delegation of responsibilities and follow-up on tasks assigned to others
- Establish meeting agendas and serve as moderator of chapter meetings
- Represent VAHU at Regional and National events
- Attend Monthly Region II Conference Calls
- Send Personal Welcome to all new members with link to the NAHU member site
- Prepare President's report for the board meetings

Secretary

- Records minutes at each board meeting
- Send meeting minutes and attachments to the board within 5 days of meeting
- Follow up on action items from previous board meetings
- Maintain a current copy of bylaws, and policies and procedures, and Strategic Plan
- Prepare report to board at board meetings

Chapter Development Chair (Leadership)

- Hold Monthly call with Presidents of each chapter
 - Review Concerns
 - Review Needs
 - Review Tools
- Develop membership/leadership program with Vice Chair targeting young people and delegate responsibilities to the board
- Promote National drives
- Prepare report to board at board meetings

Website/Social Media Chair

- Update content on website as needed
- Load all board minutes to the website
- Post all state events to the site
- Help chapters with training on site as needed
- Link all State and National events
- Make sure all links are working properly
 - Keep NVAHU LinkedIn and Facebook pages current by posting the following:
 - NVAHU member events
 - State and National Events
 - Legislative Reports
 - News from NAHU
 - Any other industry news
- Develop Social Media Campaign to get more followers

President Elect & Nominations Committee Chair

- In addition to assisting the president, the president-elect acts as the president in the event that the president is not present or no longer serving
- Learns the responsibilities of the president and provides leadership in his or her absence
- Create Nominations committee and hold nomination calls starting in January
- Prepare nominations for Board for March Board Meeting

Treasurer

- Track all AP/AR with accountant
- Reconcile Paypal Account and handle any paypal issues
- Coordinate invoice with accountant
- Balances checkbook monthly and handle any audits
- Prepare the annual budget as well as the treasurer's report to be presented at board meetings

Chapter Development Vice Chair (Membership)

- Pull new & lapse members from NAHU site and put on Google Docs
- Hold Biweekly Calls with Membership Chairs from each Chapter
 - Review list and member notes on each call
 - Assist chapters
 - Strategize on growing membership
- Develop membership/leadership program with Chapter Development Chair targeting young people and delegate responsibilities to the board
- Promote National drives
- Assist Chapter Development Chair
- Mentoring
- New member outreach program
- Prepare report to board at board meetings

Communication/Marketing Chair

- Notify the membership of upcoming meetings and educational events via online email system
- Coordinate all newsletters with Jaffe
- Coordinate registrations for events
- Develop invitations/flyers as needed to promote upcoming events or membership campaigns
- Create name tags for events
- Create surveys, signs, etc for events
- Trained on Website, as back up to Website Chair
- Prepare report to board at board meetings

- Find industry related organizations/individual to follow
- Prepare report to board at board meetings

Legislative Chair

- Attend National and Region Legislative conference calls
- Lead VAHU State Legislative conference calls
 - Make sure local chairs have information necessary to pass on at local member meetings
- Prepare Operation Shout communication with Vice Chair
- Attend NAHU Capital Conference in
- Manage VAHU Day on the Hill
 - Coordinate Appointments
 - Develop agenda
 - Manage Speaker & Topic
- Prepare report to board at each meeting to keep them informed about legislative and regulatory happenings both nationally and locally

Legislative Vice Chair

- Attend National and Region Legislative conference calls
- Attend VAHU State Legislative conference calls
- Coordinate any Operation Shout with Leg Chair
- Prepare Operation Shout communication
- Attend NAHU Capital Conference in DC
- Coordinate VAHU Day on the Hill with Leg Chair
 - File necessary CE ppwk
 - Manage location/contract
 - Put together all material for event
 - Develop VAHU In to presentation for event

Professional Development Chair (Events)

- Manage Annual CE Day
 - Manager Speakers & Topics
 - Coordinate Chapter Locations
 - Hold monthly or bi-weekly calls with each chapter representative
 - Manage contracts
- Assist all Chapters with local events – hold monthly calls with all chapters
- Prepare report to board at board meetings

Professional Development Vice Chair (Programs)

- Assist in all responsibilities of CE Day with Prof Dev Chair as well the following:
 - Coordinate membership drive at CE Day
 - Put together VAHU Intro presentation at CE Day
 - Put together all material for event (see checklist)
 - Manage & Update Speaker list on Google Drive
- Assist all Chapters with events – participate in monthly calls with all chapters
- Google Drive of speakers – keep it going

Fundraising Chair

- Organize Fundraising Committee to consist of at least one person from each chapter.
- Hold Monthly conference calls with Fundraising Committee
- Prepare sponsorship opportunities
 - CE Day, Newsletter, Day on the Hill, Conference
- Reach out to potential sponsors, and coordinate sponsor outreach among board and committee members
- Prepare renewal/thank you packages for sponsors
- Maintain Sponsorship list on Google Docs
- Prepare report to board at board meetings

Conference Committee Chair

- Coordinate & manage conference
 - food, audio/visual for location(s)
 - agenda
 - speakers
 - sponsors
- Manage contract
- Prepare pricing
- Develop invitation/marketing to members with Communication/Marketing Chair and/or Jaffe
- Delegate promotion of event to board starting as soon as possible
- Prepare report to board at board meetings

Community Service Chair

- Research and select charities that VAHU and local chapters can get involved with.
- Coordinate volunteer day throughout each chapter
- Prepare a report the board at board meetings

HUPAC Chair

- Attend Regional HUPAC Calls
- Develop HUPAC Statewide Campaign
- Hold Statewide HUPAC calls with local chairs
- Prepare report to board at board meetings

Awards Chair

- Keep board on task with items needed for state awards
- Prepare report to the board at board meetings