### 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

### 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

### 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

### 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 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

### 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

### 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

### 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 DC
- Coordinate any Operation Shout with Leg Chair
- Prepare Operation Shout communication
- Attend National and Region Legislative conference calls
- Attend VAHU State Legislative conference calls
- 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

**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

**Awards Chair**
- Keep board on task with items needed for state awards
- Prepare report to 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