**Wisconsin Chapter of the AmericanCollege of Healthcare Executives**

**Member of the Board of Directors**

**Position Description and Expectations**

Purpose: The Chapter Board, made up of individual board members, shall have authority and responsibilities for supervising the general operation of the Chapter Board in meeting its mission.

**Mission statement:** The mission of the Wisconsin Chapter of the American College of Healthcare Executives (WI-ACHE) is to be the professional membership society for healthcare executives; to meet its members’ professional, educational and leadership needs; to promote high ethical standards and conduct; to advance healthcare leadership and management excellence; to promote student involvement in healthcare leadership, and to promote the mission of the American College of Healthcare Executives (ACHE).

\***Major responsibilities:**

* Chapter leadership and advisement
* Engage in strategic decisions that enhance the chapter’s ability to fulfill its mission
* Organization of the board of directors, officers, and committees
* Formulation and oversight of bylaws
* Financial management, including adoption and oversight of the annual budget
* Oversight of program planning and evaluation
* Review of chapter and programmatic reports
* Promotion of the chapter including membership growth and fellow advancement
* Ensure fulfillment of the chapter’s stated mission

\*Members of the board share these responsibilities while acting in the interest of WI-ACHE. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

**Length of term:** Three years, commencing on January 1st of the elected year with no more than one third of the board up for election at one time.

**Meetings and time commitment:**

* The board of directors meets a minimum of four (4) times during a year at such time, place, and mode of meetings as the President may determine.
* The President or any 3 other Board members may also call special meetings of the board.
* Committees of the board meet via in person or via phone conference at intervals determined by the committee in order to meet workload requirements.

**Expectations of board members:**

* Attend 75% of the Board meetings.
* Chair (or serve) one of the chapter standing committees of the board and serve on ad-hoc committees as necessary.
* Represent the board by attending ACHE-WI events (educational, networking, co-sponsored events, etc.).
* Be alert to membership concerns that can be addressed by WI-ACHE’s mission, objectives, and programs.
* Help communicate and promote WI-ACHE’s mission and programs to membership and potential members.
* Become familiar with WI-ACHE’s finances, budget, and financial/resource needs.
* Understand the bylaws of WI-ACHE.