

CALIFORNIA ASSOCIATION FOR HEALTH SERVICES AT HOME
JOB DESCRIPTION

Position: President

The President serves as the chief staff officer of the California Association for Health Services at Home (CAHSAH). The individual is responsible, through the Chair, to the Board of Directors and the membership of CAHSAH.

Duties, Responsibilities, and Authorities:

I. Strategic Planning and Board Support (20%)

- A. Informs the Board of Directors and Executive Committee on the condition and operations of the association. Attends all meetings of the Board of Directors and Executive Committee.
- B. Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the objectives of the association.
- C. Assists the Board of Directors in conducting the annual planning retreat and developing and implementing a strategic plan for the association.
- D. Assists the Chair in planning board meeting agendas, facilitates board meetings, and prepares minutes for all Board of Directors and Executive Committee meetings.
- E. Executes all decisions of the Board of Directors except in cases where assignments are made specifically by the Board.

II. Programs and Committee Support (20%)

- A. Works with the Education and Conference Planning Committee to develop educational programs to advance the professional skills of the members, operating within budget and program objectives.
- B. Works with the Membership Committee to plan, organize and direct membership recruitment and retention programs.
- C. Works with the Policy, Advocacy and Public Affairs Committee to develop and coordinate legislative, regulatory and political efforts and maintains relationships with government officials and agencies impacting associations.
- D. Plans and executes all communications to the membership and serves as Executive Editor of official publications.

III. Fiscal Management (20%)

- A. Maintains the assets of the association and investments in accordance with established policies.
- B. Develops and recommends an annual budget in cooperation with the Treasurer and Finance Committee and operates within the confines of established budgetary guidelines.
- C. Facilitates Treasurer and Board of Directors review of monthly financial reports and analysis of significant variances from budget.
- D. Ensures that all funds, physical assets and other property owned or leased by the association are appropriately safeguarded.
- E. Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
- F. Safeguards confidential information as it applies to the daily functions of the association and the members.

IV. Staff Management (20%)

- A. Manages the administrative operations of the association and develops specific policies, procedures and programs to carry out these operations.
- B. Directs and coordinates all approved programs, projects and major activities of the staff.
- C. Recruits, hires, trains and motivates association staff.
- D. Establishes performance standards and goals and evaluates staff.

V. Effective Relationships (20%)

- A. Provides accessible and responsive support to the Board of Directors.
- B. Provides liaison and staff support to committees to enable them to perform their assigned functions.
- C. Promotes interest and active participation by the members in the association's activities.
- D. Maintains effective relationships with public and private organizations to ensure that the interests of the association are realized.
- E. Develops a rapport with the National Association for Home Care (NAHC), National Private Duty Association and other state home care associations as appropriate.
- F. Carries out such other general responsibilities as may be delegated by the Officers and Board of Directors.