

Chapter vice president

- Primary liaison with regional treasurer ensuring chapter P&L and financials are well managed, reported and understood
- Ensures the integrity of chapter programming and events and alignment with HBA mission, values and policies. Is the primary liaison with the programming COE President on programming strategy and for content review.
- Manages engagement with Chapter Advisory Board, if appropriate including recruitment of new members, Ad Board meeting planning and follow ups.
- Mentors, coaches and supports functional leaders in their leadership roles and professional development
- Cultivates relationships with local healthcare/organizations in support of chapter goals
- Represents the chapter in regional and association meetings/forums when president not available.

Key tasks of chapter executive committee

- Set the vision and key strategic initiatives for the chapter in collaboration with the chapter board and in alignment with the HBA vision and strategic imperatives
- Ensure the chapter is in compliance with all HBA operating policies and bylaws and all relevant laws in their jurisdiction
- Ensure the chapter is in compliance with financial guidelines and policies
- Participate in association meetings and discussions to drive offering, process and value innovations and continuous improvement
- Motivate, engage and empower board members and committee chairs
- Track and monitor key chapter deliverables and progress towards goals
- Ensure all board members actively participate with their respective HBA functional colleagues
- Foster volunteer recruitment and recognition efforts; oversee board orientation; establish effective leadership within each functional area in support of the chapter goals; manage chapter succession planning