



## **Golden Gate Association of Health Underwriters BOARD CHAIR POSITION DESCRIPTION**

**GGAHU MISSION STATEMENT:** The Golden Gate Association of Health Underwriters is an organization of insurance professionals committed to promoting ethical interests of the industry by acting as a resource for both employers and consumers, and by providing continuing education, legislative advocacy and consumer education.

### **Board Position: *NEW MEMBERSHIP CHAIR***

The primary goal of the Membership Chair is to increase chapter membership. The primary responsibilities of the Membership Chair are:

- Attend the monthly CAHU Membership meetings (primarily conference calls) and report back to the local chapter on state/national contests, implement membership recruitment ideas, etc. and implement and follow the “best practices” of the Membership Guide.
- Promote the value of membership to prospective members
- Increase and retain membership
- Maintain and update membership roster
- Monthly report to board of total number of members to include full and associate memberships
- Form Membership committee with Membership Retention Chair
- Collect a “guest/prospect” list from meetings and invite prospects to join
- Contact carriers for membership or partnership drives
- Maintain/Update Membership Brochure
- Conduct periodic New Member orientations
- Promote new member recruiting events/activities throughout the year

### **Board Position: *MEMBERSHIP RETENTION CHAIR***

The primary responsibility of Membership Retention Chair is to retain existing membership. The primary responsibilities of Membership Retention Chair are:

- Attend the monthly CAHU Membership meetings (primarily conference calls) and report back to local chapter on state/national contests, implement membership retention ideas, etc. and implement and follow the “best practices” of the Membership Guide.
- Promote the value of membership to existing members
- Increase and retain membership
- Form Membership committee with New Membership Chair
- Work with the GGAHU board to contact and retain lapsed members

### **Board Position: *AWARDS CHAIR***

The primary goal of the Awards Chair is to help the local chapter achieve state and national awards recognition. The primary responsibilities of the Awards Chair are:

- Coordinate with Board to determine awards goals
- Provide outline to board members of items need to obtain awards goal
- Maintain and report on the status of those goals
- Compile items needed to submit for awards
- Preparing the presentation for submission
- Develop Awards committee and implement and follow the “best practices” of the Awards Guide



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**Board Position: *PAC CHAIR***

The primary goal of the PAC Chair is to raise funds for the PAC. The primary Responsibilities of the PAC chair are:

- Raise funds for the Political Action Committee
- Participate in CAHU PAC committee meetings set forth by CAHU
- Works with CAHU PAC to identify candidates to give funds
- Encourage donations to the PAC by local GGAHU members
- Implement and follow the best practices of the PAC Guide
- Promote PAC at local chapter events

**Board Position: *TREASURER***

The primary goal of Treasurer is to oversee the financial health of the chapter. The primary responsibilities of Treasurer are:

- The VP of Finance shall be known as the Treasurer and the Chief Financial Officer of The Association and work with our Executive Director to oversee that the financial records are properly maintained.
- Work with the Executive Board to create a balanced budget
- Receive and deposit funds as provided by the bylaws of the Association
- Approve all budget requests and authorize the disbursement of funds
- Maintain records of membership dues received by NAHU
- Make a detailed documentation to include disbursed funds to The Association monthly board meetings, annual meeting and any other time requested by the President
- Oversee the preparation and file the necessary tax information returns as required by State and Federal laws to maintain the tax exempt status of The Association and to maintain required records
- Other duties as assigned by the President and the Board of Directors

**Board Position: *LEGISLATIVE CHAIR***

The Primary goal of the Legislative Chair is to keep the general membership informed of current State and Federal legislation pertaining to health underwriters and their clients. The Legislation Chair shall:

- Responsible for Adopt-a legislator Program
- Support CAHU legislation events
- Support NAHU legislation events
- Develop a legislation committee
- Participate in legislative committee meetings set forth by CAHU

**Board Position: *PROFESSIONAL DEVELOPMENT CHAIR***

The Primary goal of the Professional Development Chair is to oversee the Member Educational Programs for the Chapter. The Professional Development Chair shall:

- Develop a committee for educational programs throughout the year
- Provide CE Credits to The Association during the year
- Responsible to oversee and coordinate monthly membership meetings
- Secure and obtain monthly meeting sponsors



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### **Board Position: *COMMUNICATIONS CHAIR***

The primary responsibilities of the Communications Chair is to are:

- Produce and distribute newsletters as set forth in annual planning meeting
- Ensure chapter information is communicated on a regular basis to all chapter members
- Work with other committees as needed to produce a bi-monthly newsletter
- Communicate GGAHU information with state, regional and national offices as needed
- Coordinate with Directors of Finance or Executive Director to bill and collect all advertising revenue
- Oversee GGAHU website maintenance
- Oversee content of distributed communication regarding GGAHU
- Participate in Communication committee meetings established by CAHU

### **Board Position: *MEDIA RELATIONS CHAIR***

The primary responsibilities of the Media Chair are to:

- Establish contacts with all local media and compile a list
- Promote Health Underwriters to general public through media contacts
- All media releases must be approved by a member of the Executive Board
- Forward NAHU releases on national issues to media contacts with a local spin
- Participate in Media committee meetings established by CAHU

### **Board Position: *HOSPITALITY CHAIR***

The primary goal of Hospitality is to support the Member Meetings. The primary responsibilities of Hospitality Chair are to:

- Make arrangements with the meeting venues
- Manage registration at the member meetings
- Support events and coordinate with professional development
- Act as official hostess, creating welcoming atmosphere at meetings and events.

### **Board Position: *FOUNDATION CHAIR***

The primary goal of Foundation Chair is to raise awareness and financial support for our local chapter's chosen charity. The primary responsibilities of Foundation Chair are to:

- Secure raffle prizes for each meeting
- Promote raffle and foundation at each meeting
- Secure the monies and verify with treasurer
- Verify monies donated throughout the year and request a check through CAHU Foundation to present to the chosen charity
- Serve on various board Committees
- Other duties as assigned by the President and Board of Directors

### **Board Position: *SECRETARY***

The primary duties of Secretary are to:

- Attend all board meetings and record and distribute the minutes
- Manage other duties as assigned by President