



Board & Officer Handbook

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PRESIDENT

1. The President presides at all meetings.
2. The President is responsible for appointing Standing Committee members and their chairpersons. The President also appoints chairpersons and members to special task forces.
3. The President establishes an agenda for all meetings. The President also ensures that the agenda and previous meeting minutes are received within 30 days following a meeting.
4. The President presents the goals and committee assignments for approval.
5. The President is responsible to ensure that all officers, members, and committee chairpersons meet their responsibilities.
6. The MiSHE Board meeting schedule and arrangements are the responsibility of the President. The guideline is as follows:
 - March - Place to be determined.
 - June - Place to be determined.
 - September - Tuesday of the Annual Conference and a Membership Meeting will be conducted during the Conference for all MiSHE members.
 - December - Place to be determined.
7. The President is the spokesperson for MiSHE in dealing with other agencies and hospital affiliated organizations.
8. Sends condolences on behalf of MiSHE to family members of MiSHE and/or others as deemed appropriate by the President of MiSHE.
9. (Board Level Only) should the office of President-Elect or Secretary become vacant during the year, the President uses the following procedure:
 - a. The other Board Member from the same region shall temporarily assume their duties. This Board Member shall automatically be nominated to permanently fill the position. The local chapter should be notified immediately so an additional Board Member can be selected for the Board. This new Board Member can also be nominated for the vacant position as determined by the Board.
 - b. The other Board Member assuming the vacant position duties is responsible for obtaining previous officer's materials.
10. Should the office of Treasurer become vacant during the year, any MiSHE Professional member is eligible for nomination. The President shall assume the office until it is filled.
11. The President has automatic approval to authorize up to \$1000.00 of expenditures for Society business.
12. The President has co-signature authority with the Treasurer.

PRESIDENT-ELECT

1. The main duty of the President-Elect is to act as President at meetings if the President is unable to attend.
2. The Past President will assume the office of President should the position become vacant prior to the

completion of the President's term of office.

3. The President-Elect is responsible for obtaining the plaque honoring the current President. The President-Elect presents the plaque to the President at the Annual Meeting or the banquet.
4. (Board Level Only) The President-Elect attends the ASHE Annual Convention and Presidents Luncheon, as per ASHE requirements. Gives report of MiSHE activities to date.
5. The President-Elect has automatic approval to authorize up to \$500.00 of expenditures for Society business.
6. The President-Elect serves as the chairperson of the Education Committee.

SECRETARY

1. The Secretary records the minutes of meetings. The Secretary is free to use whatever means at their disposal to record accurate minutes.
2. The completed minutes should be sent to the Executive Committee and President within 30 days of the meeting.
3. The completed minutes are posted to the web (Board Level Only) or distributed to the respective chapter membership.
4. (Board Level Only) Potential Bylaw amendments need to be codified by the MiSHE Board and published to the MiSHE website and available to members at least 30 days prior to the Annual Meeting
5. The Secretary assumes the office of President at Meetings if the President and President-Elect are absent.
6. The Secretary is the trustee of MiSHE's records, making sure all documentation is recorded electronically for the year.
7. The Secretary has automatic approval to authorize up to \$100.00 of expenditures for Society business.
8. (Board Level Only) The Secretary is the chair of the bylaws and handbooks committee.

TREASURER (Board Level Only)

1. The Treasurer shall pay all approved invoices. Approval of invoices may come in the form of a motion which has been passed or a standing invoice (Dinner receipt, Consultants, etc.). The Treasurer has automatic approval to authorize up to \$1000.00 of expenditures for Society business.
2. The Treasurer will provide a Treasurer's report at each Meeting. The Treasurer manages money to benefit of the Society.
3. The Treasurer ensures that MiSHE maintains its annual tax exempt status.
4. The incoming and outgoing Treasurer is responsible to make sure the records are transferred at the September Meeting. This includes:
 - a. Bank signature cards for checking and savings are signed by the incoming President,

President-Elect and Treasurer.

- b. Signature cards are sent to bank to ensure statements are sent to the Treasurer and MiSHE Headquarters.
 - c. Credit Card
5. Ensure MiSHE receives and pays its share of profits/losses from the Annual Meeting.
 6. The Treasurer will ensure that a draft of a budget is presented to the Board. The budget will be presented at the September Board Meeting each year for adoption by the Board.

IMMEDIATE PAST PRESIDENT (Board Level Only)

1. Acts as a resource for information regarding past board action.
2. Assumes duties as President in the unlikely event that the President cannot complete the term of office or if the President-Elect, *and* Secretary are absent from the Board Meeting.
3. Serves on committees as appointed by the President and is considered as an ad hoc member in lieu of the President.
4. Serves as Chairperson of MiSHE Membership.
5. Should consider applying for Senior or Fellow Apex level through ASHE.
6. Is responsible to work with the Bylaws Chair to keep this handbook current and accurate.
7. Has automatic approval to authorize up to \$300.00 of expenditures for Society business.
8. Assumes the role of ASHE Liaison on all matters, other than advocacy.

BOARD OFFICER PROGRESSION & ROTATION

The rotation of officers progress from Secretary to President-elect, to President, and finally to Immediate Past-president every two years, a new Secretary is chosen from the chapter in rotation. The rotation is as follows: NC, EC, SE, WM, UP (note: UP chapter is polled for a volunteer, but have typically declined). An example for a given year might be: Immediate Past-president-WM, President-NC, President-elect-EC, and Secretary-SE. In this example, the next Secretary would be chosen from WM.

BOARD MEMBERS WHO ARE NOT OFFICERS

1. Board members are compelled to attend all meetings (by phone or other electronic means) to discuss and vote on issues.
2. MiSHE Professional Members who are Board Members the first choice for officers. Being a Board Member gives the individual an opportunity to observe and learn the responsibilities and duties of the officers.
3. Board members participate actively on committees to which they are selected. In September of each

year Board Members should consider volunteering their services to the President for committee assignment in the next year.

COMMITTEE CHAIRPERSON

1. As a Committee Chairperson you have a particular area of expertise. Use that expertise to the fullest advantage of MiSHE.
2. Committee-Chairpersons groom successors who have talent and an interest.
3. Lead and facilitate committee meetings. Some meetings may be held at locations other than at MiSHE Board Meetings.
4. Report committee activities at MiSHE Board Meeting. Ask for direction/instruction as necessary.
5. When stepping down, the committee chairperson will inform the President as soon as possible and recommend a successor.

FINANCE COMMITTEE

This committee is made up of the Treasurer, Board Consultant, President, and President-elect. The charge for the committee is to review, revise, and develop the MiSHE Business Plan for presentation at the December meeting.

ADVOCATE AND ADVOCACY LIAISON

The Advocacy Liaison is part of the ASHE strategy known as *The Advocacy Highway*. The Advocacy Highway is designed to improve communications efforts between the ASHE Advocacy Committee and the MiSHE Advocacy Committee. The Advocacy Liaison acts as a conduit for information both to and from ASHE. This is a voted position by the board, with a minimum tenure of 3 yrs. This position is a non-voting member of the board.

MiSHE Advocacy Committee: The Advocacy Committee consists of a minimum of three MiSHE board members who are interested in the actions of a regulatory agency/authority. Members may be employed with the agency/authority or they may occupy governmentally appointed positions. The Advocacy Liaison is a member of this committee. This committee may also have Associate members that represent commercial interests or have specific knowledge or background that may be of use within the committee.

The Advocacy Committee is responsible for identifying and recommending members of MiSHE Advocacy committee to the board. The Committee is responsible to monitor developments in code, law, or interpretations of such, and facilitate information, issues, and policies that affect healthcare in Michigan and throughout the nation. The committee chair shall be appointed by the president.

BOARD CONSULTANT and EXECUTIVE BOARD

Responsibilities of the Board Consultant and Executive Board are:

1. Maintains the MiSHE web page at the direction of the Board.
2. Houses all historical records.
3. Maintains financial records and reports account information to MiSHE, Regional Chapters, and Affiliates.
4. Submits Chapter officer update to ASHE for the subsequent year's officers (typically done after September meeting).
6. Submits ASHE affiliated chapter annual report for the year. Form must be filed by January 1st of the award year.
7. Submits ASHE chapter Levels of Affiliation award. Form must be filed by March 3rd (or otherwise required date in the online announcement) of the year.
8. Generates and distributes Membership Certificates.
9. Manage the Annual Conference at the direction of the Board and conference committee.
10. Manage the central membership database for all regional and affiliate chapters.
11. Coordinates and executes educational activity and events.
12. Manage sending out newsletter every quarter to the membership. Board members who are not officers are asked to submit articles each quarter.

PREJUDICIAL AND NON-FACILITATING ATTRIBUTES OF MEMBERSHIP

All societies enjoy the benefit of members who work for the benefit of the society. Those members display the most facilitating attributes of membership. In contrast, there are a few members who display opposing attributes. Since MiSHE and its Regional Chapters is a volunteer society, members elect to join and are accepted with no question. If members support the society, they benefit the society and each other. If a member's attributes detract from the society, the society has the right to question membership and shall act to expel such a member.

The following attributes are not considered to be an all-inclusive list of attributes. Instead, these are intended to be a guide for the society to take expulsive action.

Prejudicial and Non-facilitating attributes

- Public displays of anger or physical violence.
- Interfering with the services or programs provided by the society.
- Independently negotiation for services during a society event for personal or company gain.

- Not complying with reasonable requests by the society.
- Holding money, keeping money, or not accounting for money that is paid to the society.
- Conviction of a crime that reflects negatively toward the society and opposes the bylaws (as determined by the board).
- Misrepresenting, covering up, or lying about the intent, action or policy of the society or personal activity.
- Not disclosing conflicts of interest.
- Working to cause disorder or schism within the society.
- Refusing to follow the rules, practices, and bylaws of the society.
- Practicing deception, in all forms.
- Dishonesty in all forms.
- Defrauding the society or its members.
- Harassing members of the society or other organizations.
- Uses society funds for personal gain.
- Colluding with others to confuse, hide, or distort information or activities related to the society.

HEARING PROCEDURE

This procedure is to be used for the resolution of conflicts of interest, expulsion, or other types of issues. This procedure is a guideline to be followed for fair resolution.

1. **NOTICE** – Notice will be provided to the Board President in written or electronic mail, a minimum of 10 days prior to a regularly scheduled board meeting. This will also be the rule if the Board takes action and calls a special board meeting. Ten days prior to a special board meeting a notice will be provided to the person or persons. This notification will constitute the first step.
2. **BOARD ACTION** – The board will be required to vote to take action or to dismiss. Both the vote to take action or dismiss will be recorded in the form of minutes and stored for future access by the Board.
3. **THIRD-PARTY PRESENCE** – An attempt to identify a third-party (disinterested person) to set in on the hearing. This person is to be used as a moderator to diffuse and reduce conflict.
4. **ADVOCATE** – Person(s) may bring one person to act in their behalf at the hearing.
5. **TIMELINE** – Resolution shall be made as quickly as possible. Resolution will occur sooner than 6 months after notice has been received. All parties are to adjust their calendars to meet a quick resolution schedule.
6. **PARTICIPANTS** – The hearing committee will consist of all identified officers of the Board (past-president, president, president-elect, secretary and treasurer).
7. **PROCEDURE** – The following is a guide to the procedures of the hearing. In the event of a question, provision will be made to be fair to all parties.
 - a. Restatement of the notice

- b. Statement of the position of the person(s) being affected
- c. Presentation of evidence
- d. Discussion
- e. Proposed resolution
- f. Final discussion
- g. Determination by the Board