

MAHU Job Descriptions
MAHU Board

The members of the Board of Directors of Michigan Association of Health Underwriters include the following:

President
President-Elect
Secretary
Treasurer
Immediate Past President
Membership Experience Chair
Retention Chair
Legislative Chair
Communications/Media Chair
Professional Development Chair
Award Chair

The members of the Executive Committee of Michigan Association of Health Underwriters include the following:

President
President-Elect
Secretary
Treasurer
Immediate Past President

Executive Committee

- Members include President, President-Elect, Immediate Past President, Secretary, and Treasurer
- Members meet monthly, prior to the monthly board meeting to discuss issues of importance and at other times as necessary to conduct the business of the association.

Responsibilities of this committee include, but may not be limited to:

- Finalize annual budget
- Establish effective and relevant Policies and Procedures
- Review current bylaws and update in accordance with National Guidelines
- Develop New Member Orientation Packet
- Provide direction to each chair regarding tasks that have been identified via the Strategic Plan, and discuss progress no less often than quarterly
- Review final submission for Awards
- Provide ongoing review of Strategic Plan
- Develop long term financial objectives for the MAHU
- Other items as may be determined to be necessary by the Board of Directors

President

- Responsible for day-to-day activity of the association, including delegation of responsibilities and follow-up on tasks assigned to others
- Establish meeting agendas and serve as moderator of state board of directors and executive board meetings
- Along with the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- Review National Leadership manual and other documents provided to help develop goals for the state association and its leadership
- Along with the Board of Directors raise funds for the association
- Ensure smooth operations of the association by working closely with the President-Elect, Secretary, Treasurer, and committees
- Attend as many local chapter meetings as possible to help ensure communication between the state and local members
- Serve as representative of the state at the annual Regional and National meetings.
- Communicate to the local associations any discussion and actions taken by the State Board.
- Assist in coordinating any activities between the State and Local Associations.
- Establish Leadership Development Plan in accordance with State and Regional goals
- Develop Job descriptions and tasks in accordance with the strategic plan for each Committee
- Along with Executive Committee, review existing bylaws
- With Executive Committee, establish appropriate policies and procedures to reflect fiscally responsible association management
- Establish strong working relationships with peers throughout the State, Region, and National Associations

President Elect

- Serve on the Executive Committee
- Along with the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- Along with the Board of Directors raise funds for the association
- Ensure smooth operations of the association by working closely with the President, Secretary, Treasurer, and committees
- Complete tasks assigned in the timeframe established
- Support the work of the President and learn the responsibilities as the future leader
- In the event the President is unable to attend Board or Executive Committee meetings, be able to step in and lead those meetings
- Oversee the tasks of those committees assigned
- Attend State, Regional and National meetings and events as necessary
- Identify candidates and invite as members of next years board of directors

Membership Chairperson

- Develop a sustainable and effective membership recruitment and retention program in coordination with the National membership drives
- Establish membership growth goals for the current year based on goals contained in the Strategic Plan
- Help local membership chairs develop a local Membership Campaign
- Develop a recognition program for members
- Establish a committee made up of local Membership Chairpersons and provide help in membership recruitment
- Develop working relationships with local, Regional and National Membership staff and chairpersons
- Coordinate and maintain state membership list, ensuring such list is up to date and contains all necessary information for effective communication.
- Prepare written communications of committee activities and membership roles on a monthly basis for the Board
- Complete tasks assigned in the timeframe established
- As a member of the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- As a member of the Board of Directors raise funds for the association
- Hold meetings with local membership chairs at least every other month.

Education Chair

- Develop committee of local Education chairpersons for the purpose of sharing best practices and helping each other with speakers and CE accredited programs
- Work on increasing participation in advanced designation programs, i.e. RHU, REBC, CEEBS and others as may be appropriate
- Develop programs relevant to industry trends and education, including CE programs for State CE Day
- Over see and coordinate the State CE Day including sponsorship activities
- Develop questionnaire for CE Day program feedback
- Prepare written report of committee activities on a monthly basis for the Board
- Complete tasks assigned in the timeframe established
- As a member of the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- As a member of the Board of Directors raise funds for the association

Secretary

- Serve on the Executive Committee
- Develop, maintain and send letters as may be required or requested by the President or Board of Directors
- Record and distribute minutes of all board and executive committee meetings
- Develop communications as necessary to inform state and local members
- Email meetings dates and agenda for monthly Board of Directors meetings
- Maintain Board roster and attendance records to help determine a quorum
- Along with the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- Along with the Board of Directors raise funds for the association
- Ensure smooth operations of the association by working closely with the President, President-Elect, Treasurer, and committees
- Complete tasks assigned in the timeframe established

Treasurer

- Serve on the Executive Committee
- Develop initial budget for review by the Executive Committee and approval by the board of directors
- Maintain all budgeting and reporting activities, recording all activity via Quick Books
- Deposits checks, processes invoices, handles contributions, and reimbursement as approved by the board of directors
- Provide cash flow information as required
- Present monthly financial statements to the Board and membership
- Along with the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- Along with the Board of Directors raise funds for the association
- Ensure smooth operations of the association by working closely with the President, President-Elect, Secretary, and committees
- Provides financial information to accounting firm for filing of tax forms
- Complete tasks assigned in the timeframe established

Immediate Past President

- Serve on Executive Committee
- Be available for historical perspective and guidance
- Complete tasks assigned in the timeframe established
- Along with the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- Along with the Board of Directors raise funds for the association
- Oversee the tasks of those committees assigned

Technology Chairperson

- Develop a plan for review and action by the Board of Directors as to the maintenance of the state Web Page
- Establish a State committee with local Technology chairpersons to communicate and coordinate Web pages and information
- Work with Regional and National Technology people
- Report on technological developments as required
- Prepare written report of activities on a monthly basis for the Board
- Complete tasks assigned in the timeframe established
- As a member of the Board of Directors help establish short and long range Strategic Plan, developing tasks to accomplish the plans
- As a member of the Board of Directors raise funds for the association

Legislative Chairperson

- Identify a committee of local Legislative chairpersons and people willing to actively participate in legislative activities, and hold regular monthly meetings
- Schedule representative meetings and attend annual Cap Conference held in Washington D.C.
- Participate in the Regional Legislative meeting calls and communicate information to the local Legislative chairpersons
- Provide information and directions for the state lobbyist
- Working with the state lobbyist, establish a state Legislative forum to be held once a year in the spring
- Establish and maintain collaborations with other groups whose insight is relevant to our success (Life Underwriters, Chamber of Commerce, Academy of Medicine, Senior Groups, etc.)
- Highlight Operation Shout on a regular basis
- Encourage member contribution to HUPAC and MIGRIP
- Provide Education Chair with any speakers and/or ideas relative to Legislative efforts and issues
- Prepare written report of committee activities on a monthly basis for the Board
- Complete tasks assigned in the timeframe established
- As a member of the Board of Directors help establish short and long range Strategic Plan, developing tasks to accomplish the plans
- As a member of the Board of Directors raise funds for the association

Communications Chairperson

- Develop a communications plan including possible Newsletter and web communications
- Responsible for updating information on the web site
- Investigate other means of extending our distribution beyond membership
- Work closely with local Communication Chairpersons to communicate to our members and others those items of importance or relevance, including newsletter sharing between chapters in this state and across regional lines.
- Complete tasks assigned in the timeframe established
- Along with the Board of Directors establish short and long range Strategic Plan, developing tasks to accomplish the plans
- Along with the Board of Directors raise funds for the association

Awards Chairperson

- Responsible for collecting information and preparing submission for Landmark Award and other awards as requested by the State Board of Directors
- Submit final Landmark Award to President and Executive Board for review and amendment at least 30 days prior to submission to National
- Report on a monthly basis to the Board of Directors any progress toward the achievement of this award. This report should include a numeric value determined from adherence to the award submission sheet
- Encourage submission for the state distinguish service award
- Order pins and other awards for those being recognized for service to our state association
- Complete tasks assigned in the timeframe established
- As a member of the Board of Directors help establish short and long range Strategic Plan, developing tasks to accomplish the plans
- As a member of the Board of Directors raise funds for the association

Fundraising Chairperson

- Working with the Executive Committee, develop a short and long-range plan to raise funds to add to the general treasury of the MAHU
- Identify a committee of people who will help with any fundraising projects. These committee members may wish to serve on an ongoing basis, to help with all events, or might want to serve as an “as needed” member to serve for a specific event.
- Develop a measurement tool to evaluate fundraising events. Report results to Board members of each fundraiser so the association can develop a starting point to help in the evaluation for all future fundraising events.
- Report to the Board of Directors on a monthly basis the status of any ongoing fundraising projects.
- Complete tasks assigned in the timeframe established
- As a member of the Board of Directors help establish short and long range Strategic Plan, developing tasks to accomplish the plans
- As a member of the Board of Directors raise funds for the association