

## **NHCA Policy and Procedure Manual - Updated May 2017**

### **ANNEX N – NHCA Executive Council Member Job Descriptions**

Revised 3/28/14

#### **NHCA Executive Council Position Description: PRESIDENT**

##### **Role of President**

The President is a voting position on the Executive Council with a one-year term. At the conclusion of this term, the President transitions into the role of Past-President. The President, Immediate Past President, and President-Elect govern as a collaborative unit, referred to as the “Presidential Trio.” The President speaks on behalf of the Trio and is the voice of the Association in external communications.

##### **Leadership Responsibilities**

- The President is the Chief Executive of NHCA and presides at meetings of its members, the Executive Committee, and the Executive Council. The President represents NHCA and acts in its name, subject to its declared policies, rules, procedures and regulations, between meetings of the Executive Council and the Executive Committee. The President performs all other duties usual to such office and as provided elsewhere herein. The President may create specific task forces or appoint liaisons to conduct NHCA business at his/her discretion, particularly pertaining to bylaws/resolutions, ethical practice issues, and the NHCA Scholarship Foundation.
- The President may initiate regular meetings and mail ballots.
- The President leads the Executive Committee. The Executive Committee may meet whenever the President determines that it is necessary to do so. Notice of Executive Council meetings shall be distributed to the Officers by mail, telephone, or electronic means. The President of NHCA is the Chairperson of the Executive Committee.
- The President prepares and delivers a report at the annual meeting of the Association that takes place on the Friday of conference.

##### **Fiscal Responsibilities**

- The Secretary/Treasurer and the President are the primary signers of checks to expend NHCA funds.
- The President has latitude to grant limited funds (subject to budgetary constraints) for travel expenses for Executive Council members, if requested and approved prior to the meeting.

##### **Assign Appointed Positions**

- The President appoints the Historian and Associate Delegate with approval by the Executive Council for a term of two years, renewable without limit at the discretion of the Council. The President appoints the Student Delegate for a term of one year, renewable for an additional year with approval by the Executive Council.
- The President is responsible for creating and overseeing the Legislative Task Force.
- The President oversees the operation of the Safe-in-Sound Award Task Force
- The President may create task forces, as needed, to conduct NHCA business not specific to another officer. Examples include Ethical Practice Task Force, Bylaws/Resolutions, and Baseline Revision. The President may assign responsibility for new task forces to another member of the Presidential Trio.

- After elections the President notifies successful candidates both by telephone and in writing.

### **Oversee Association Management**

- The Leadership Advisory Team's recommendations will be provided to the Executive Council, and with the Council's guidance, the President, Past President and President-Elect will conduct a performance review with the Executive Director and the Management Firm at the time of the summer Council meeting. Travel should be planned to accommodate this review.
- The President and Immediate Past President must approve changes in the Policy and Procedures Manual.

### **Assist President-Elect with Awards**

- The President has final approval for the Media Award based on recommendations from the Nominations Committee.
- Selection for Golden Lobe awards may be made at the President's discretion if a limited number of worthy nominees are submitted. (The President-Elect is responsible for managing the process of selecting and presenting the awards.)

### **Annual Conference Responsibilities**

- The President provides copy for a welcome letter in the *Spectrum* Supplement (Conference Program).
- Provide opening remarks (with PowerPoint presentation) at the opening plenary session.
- Run the Annual Meeting (business meeting) of the Association.
- Provide closing remarks (with PowerPoint presentation) at the closing session.

### **Spectrum Responsibilities**

- The President provides copy for the "Presidential Perspectives" column for each issue that is published during the President's tenure. The first column should be introductory in nature (about the President and his/her goals for Presidential term).

### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.
- Ensure that all Task Forces reporting to this Director provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

## **NHCA Executive Council Position Description: PRESIDENT-ELECT**

### **Role of President-Elect**

The President-Elect is a voting position on the Executive Council with a one-year term. At the conclusion of this term, the President-Elect transitions into the role of President. The President, Immediate Past President, and President-Elect govern as a collaborative unit, referred to as the "Presidential Trio." The President speaks on behalf of the Trio and is the voice of the Association in external communications.

### **Leadership Responsibilities**

- Assist and support the President as requested
- Actively engage in discussions and decision-making
- Organize the orientation meeting for the new Executive Council members prior to the Executive Council meeting held at the annual conference.
- Assume the role of the president if the president cannot fulfill their duties or is restricted in the scope of duties by their employer.
- Prepare to lead the post-conference meeting of the Executive Council.

### **Fiscal Responsibilities**

- Establish a mentored relationship with the President and the Association management firm in terms of budget issues and decisions
- Become a co-signer on financial accounts if necessary

### **Nominations**

- Secure and Chair a Nominations Task Force for Executive Council and Awards
- Submit call for nominations article in *Spectrum*.
- Recruit or delegate recruitment of Executive Council nominees.
- Present the Executive Council with a slate of officers for approval by the Fall Council meeting.
- Prepare a press release about the new EC, with bios and duties, to be released once the new EC is installed.

### **Awards**

- Submit call for nominations article in *Spectrum*.
- Present the Executive Council with award recommendations for approval by the fall council meeting for the Michael B. Threadgill Award, the Outstanding Hearing Conservationist Award, the Media Award and/or the Lifetime Achievement Award.
- Correspond with Award recipients and coordinate travel & arrangements for annual conference attendance
- Collaborate with the President and Program Task Force Chair on the Awards Luncheon agenda
- Plan and serve as master of ceremonies for the Awards Luncheon
- Write or delegate the writing of the encomia for the award recipients for *Spectrum* publication.
- Prepare or provide content for press releases for the major awards.
- The Safe-in-Sound Award Task Force Chair reports to the President-Elect for purposes of communicating with the Executive Council.
- The NHCA Scholarship Foundation Chair reports to the President-Elect for purposes of communicating with the Executive Council.

## **Liaisons**

- The President-Elect is responsible for managing NHCA's liaisons to other organizations, including the ANSI Standards Representatives, the NHCA/OSHA/NIOSH Alliance Representative, and the NHCA Scholarship Foundation Liaison.
- Confirm the continued participation of Liaisons after taking office. Enlist and orient replacements for any who wish to step down or who have been inactive.
- Ensure that listings of the Liaisons on the NHCA website are correct and current.
- Prepare an NHCA summary (based on President's report) for transmittal to Liaisons before annual telecom for the purpose of promoting NHCA activities to their respective organizations.
- Convene a telecon meeting of all NHCA Liaisons in early spring for purposes of orientation and communicating status updates.
- Request a report on the hearing-conservation-related activities of each organization from each Liaison, concurrent with the telecom meeting.
- Submit a summary of Liaison status reports for posting on the NHCA website, for presentation at the summer EC meeting, and for publication in *Spectrum*.
- Request that Liaisons promote the NHCA annual conference within their organizations.
- Request that NHCA Liaisons promote exhibit booth exchanges with their respective organizations.
- Request that Liaisons prepare and article for *Spectrum* on the activities of the liaised organization, where appropriate.

## **Policy & Procedures Manual Maintenance**

- Revise and maintain NHCA Policy & Procedures Manual to be consistent with the operational decisions of the Executive Council.
- Ensure that the information in the Policy & Procedure Manual is accurate, current, consistent (internally and with other NHCA documents, such as the website), and complete, and that information is appropriately organized and structured, with functional links and formatting.
- Submit revisions to Executive Council for approval (where required) at each Executive Council meeting.

## **New Council Member Orientation**

- The President-Elect is responsible for conducting an orientation session for the new council members prior to the first meeting of their term.

## **Oversee Association Management**

- The Leadership Advisory Team's recommendations will be provided to the Executive Council, and with the Council's guidance, the President, Past President and President-Elect will conduct a performance review with the Executive Director and the Management Firm at the time of the summer Council meeting. Travel should be planned to accommodate this review.

## **Other duties**

- Ensure that all Task Forces reporting to this position provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

## **NHCA Executive Council Position Description: IMMEDIATE PAST PRESIDENT**

### **Role of Immediate Past President**

The Immediate Past President is a voting position on the Executive Council with a one-year term. The President, Immediate Past President, and President-Elect govern as a collaborative unit, referred to as the “Presidential Trio.” The President speaks on behalf of the Trio and is the voice of the Association in external communications.

### **Responsibilities of the Immediate Past President**

- The Immediate Past President appoints and chairs the Leadership Advisory Team. The Leadership Advisory Team’s recommendations will be provided to the Executive Council, and with the Council’s guidance, the President, Past President and President-Elect will conduct a performance review with the Executive Director and the Management Firm at the time of the summer Council meeting. Travel should be planned to accommodate this review.

### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.
- Ensure that all Task Forces reporting to this position provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

## **NHCA Executive Council Position Description: SECRETARY/TREASURER**

### **Role of Secretary/Treasurer**

The Secretary/Treasurer serves as the chief financial officer of NHCA, and documents all official meetings of NHCA. The Secretary/Treasurer is a voting position on the Executive Council with a two-year term.

### **Responsibilities of Secretary/Treasurer**

- Take (or delegate), review, and maintain regular minutes of all official meetings of NHCA, and forward minutes to the ED for dissemination to the Executive Committee and inclusion in the NHCA files.
- Develop an annual budget, with the assistance of the ED, prior to the summer Executive Council meeting.
- Oversee the ED’s custody and disbursement of NHCA’s funds and other assets
- Regularly monitor NHCA’s bank accounts through electronic or other available means
- Act as custodian of NHCA meeting minutes, conference proceedings/CDs, and financial records of NHCA
- Be responsible for investment of NHCA’s funds, subject to the direction and approval of the Executive Council.
- Review statements prepared by the ED regarding the financial condition of NHCA.

- Create and oversee a Financial Advisory Task Force as needed to research investment options and advise the EC on other financial matters.

#### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.
- Ensure that all Task Forces reporting to this position provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

### **NHCA Executive Council Position Description: DIRECTOR OF COMMUNICATION**

#### **Role of Director of Communication**

The Director of Communication is responsible for the *Spectrum* newsletter, for website development and management, for NHCA internal and external communications, and for review of content or materials prepared by NHCA. The Director of Communication is a voting position on the Executive Council with a two-year term.

#### **Responsibilities of Director of Communication**

- Appoint the editor(s) of *Spectrum*.
- Create and oversee (or chair) the Material Content Review Task Force to review content or materials developed by NHCA, including articles posted on the website, practical guides, position statements, coalition statements.
- Oversee (or chair) the Website Content Review Task Force to ensure that the NHCA website content is current, accurate, complete, and appropriate and that content, structure, organization, and links (internal and external) are functional and logical.
- Solicit information from the Executive Council for posting on the NHCA website.
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.

#### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.
- Ensure that all Task Forces reporting to this Director provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

### **NHCA Executive Council Position Description: DIRECTOR OF MARKETING AND PUBLIC RELATIONS**

### **Role of Director of Marketing and Public Relations**

The Director of Marketing and Public Relations shall be responsible for increasing the visibility and recognition of NHCA among NHCA members, Related Professional Organizations (RPO's), hearing conservation practitioners, and the public, and for publicizing and promoting issues of Spectrum, NHCA-developed materials or concepts, and events sponsored or co-sponsored by NHCA, including the annual conference, membership and sponsorship drives, best practices conferences, etc. The Director of Marketing and Public Relations is a voting position on the Executive Council with a two-year term.

### **Responsibilities of Director of Marketing and Public Relations**

- Create and oversee the Marketing Task Force, which develops marketing campaigns and content, for internal constituencies and for external distribution by the Social Media Task Force.
- Create and oversee the Social Media Task Force, which executes the campaigns and distributes the content provided by the Marketing Task Force, as directed by the Marketing Task Force.
- Create and oversee (or chair) the Public Inquiry Response Task Force to triage and respond to public inquiries by identifying appropriate knowledge resources within the membership and managing the coordination of the response.
- Develop a long-range plan for increasing the visibility of NHCA.
- Oversee creation and distribution of press releases publicizing NHCA events, materials, and programs.
- Develop an annual budget for public relations.
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.

### **Annual Conference Responsibilities**

- The Director of Marketing and Public Relations is a standing member of the Program Task Force and participates in conference planning, including telecons.
- Work with Director of Education and Annual Conference Program Task Force Chair to publicize annual conference through press releases, media contacts, and other promotional methods.
- Work with the Annual Conference Program Task Force and the ED (via the Marketing Task Force) to market sponsorships, program advertising and exhibit booth opportunities among commercial members and vendors.
- Establish a timeline for conference promotion mailings and releases.

### **Spectrum Responsibilities**

- Work with the Spectrum Editor, the Commercial Member Delegate and the ED (via the Marketing Task Force) to advertising opportunities among commercial members and vendors.

### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current

projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

- Ensure that all Task Forces reporting to this Director provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

## **NHCA Executive Council Position Description: DIRECTOR OF EDUCATION**

### **Role of Director of Education**

The Director of Education oversees all conferences, seminars, and other educational programs of NHCA, and appoints a liaison between NHCA and related university academic programs. The Director of Education is also responsible for all educational material generated by NHCA. The Director of Education is a voting position on the Executive Council with a two-year term.

### **Responsibilities of Director of Education**

- The Director of Education is responsible for the planning and oversight of all educational webinars and seminars for which the NHCA may be the sponsor or co-sponsor.
- The Director of Education appoints (or serves as) the NHCA Academic Liaison to university programs with relevance to the profession of hearing conservation. The Academic Liaison participates in the Liaison activities as specified and managed by the President-Elect.
- Oversee development of educational material generated by NHCA, including electronic or print practical guides, position statements, and model programs.
- Create and oversee (or chair) additional task forces as necessary for other NHCA educational events such as regional or international seminars.
- Oversee the Task Force on Music-Induced Hearing Disorders, and the Task Force on Prevention of Noise-Induced Hearing Loss from Firearm Noise.
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.
- Ensure that all Task Forces reporting to this Director provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

### **Annual Conference Responsibilities**

- Create and oversee the Annual Conference Program Task Force (chaired by the Director of Education or his/her designee) to complete annual conference planning.
- Work with/direct the ED to plan, prepare, and implement the annual conference.
- Create and oversee the IJA Task Force to manage the preparation and publication of the IJA Conference Supplement.
- Create and oversee the Conference Evaluation Task Force to manage the continued improvement of the content and implementation of the conference evaluation process.
- Visit the conference hotel with Annual Conference Program Task Force chair and ED to meet with hotel banquet and audio/visual management in the fall prior to the conference.
- Work with/direct the ED to prepare an annual conference evaluation report, and submit this report to the Executive Council and the next Program Task Force.
- Coordinate and accomplish the awarding of CEUs (by all accrediting organizations) for conference. Oversee the work of task force(s) appointed to work with individual CEU-granting organizations.



- Review and refine list of cities nominated as future conference sites. Review, evaluate, and rank proposals from hotels.
- Work with the current-year Program Chair Elect to arrange for the appointment of the Program Chair Elect for the following year. Coordinate with ED to prepare and issue a call for nominations via membership blast email.
- Work with Program Chair Elect to finalize artwork for conference program for future year.
- Review conference presentation submissions.
- The Director of Education is a standing member of the Program Task Force and participates in conference planning, including telecons.
- Note: The Program Task Force's (and Program Task Force-Elect's) annual conference registration and hotel room costs will be covered by NHCA

#### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.
- Ensure that all Task Forces reporting to this Director provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s).

### **NHCA Executive Council Position Description: DIRECTOR OF MEMBERSHIP**

#### **Role of Director of Membership**

The Director of Membership is responsible for membership recruitment, retention and new member orientation. The Director of Membership is a voting position on the Executive Council with a two-year term.

#### **Responsibilities of Director of Membership**

- Serve as chair of the Membership Services Council (which includes the PSP, Commercial, Member, Associate, At-Large, and Student Delegates).
- Send an annual blast email to the membership, introducing the members of the Membership Services Council and their roles and responsibilities.
- Develop and implement an orientation program for new members to help assure their assimilation into the Association and identify their needs and potential leadership interests.
- Develop an annual budget and plan for membership retention/promotion each year, working in accordance with the Long Range Plan.
- Responsible for oversight of maintenance of information in the Membership Directory.
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.

#### **Annual Conference Responsibilities**

- Convene a meeting of the Membership Services Council prior to or during the annual conference, and develop an annual plan for membership recruitment and retention for presentation at the post-conference meeting of the Executive Council.

## **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.
- Ensure that all Task Forces and MSC Delegates reporting to this Director provide reports as required for each EC meeting and when otherwise requested. Present those reports to the EC in the absence of the Task Force Chair(s) or Delegates.

## **NHCA Executive Council Position Description: PSP MEMBER DELEGATE**

### **Role of PSP Delegate Member**

The PSP Delegate to the NHCA Executive Council serves as the representative for those members of the NHCA who provide professional hearing conservation services – most often for compliance with the Hearing Conservation Amendment to the OSHA Noise Standard (29 CFR 1910.95) and the OSHA Record Keeping Standard (29 CFR 1904.10). The NHCA originated from these members who were the pioneers of occupational hearing conservation and formed the organization as a forum to share information about hearing loss prevention services. The PSP Delegate is a voting position on the Executive Council with a two-year term.

### **Responsibilities of PSP Delegate**

- Represent the PSP membership at all Executive Council Meetings.
- Serve on the Membership Services Council, whose charge is to recruit and retain members.
- Send an annual blast email to all PSP members with information about the role and responsibilities of the PSP delegate and encouraging constituency to communicate directly regarding questions, concerns, and other issues.
- Work closely with the Individual Member and Commercial Member delegates to identify strategies for attracting new members to the organization.
- Work closely with the Individual Member and Commercial Member delegates to identify strategies for maintaining current members in the organization.
- Disseminate NHCA information relevant to PSP membership and their business practices.
- Provide information annually to each PSP member regarding the advantages of membership.
- Actively encourage PSP membership participation at the NHCA Annual Conference.
- Foster a PSP esprit de corps that encourages professional cooperation and dissemination of information for the benefit of all PSP members.
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.
- Annually, review the Find A Service Provider function each year to be sure that ALL current PSP's are listed.

### **Annual Conference Responsibilities**

- Plan and coordinate a PSP workshop at the NHCA Annual Conference to provide a venue specifically for PSP members to share information relevant to their practices. The PSP Delegate selects the topics and speakers for this workshop and

invites/promotes it among PSP members according to the timeframe and deadlines set forth by the Program Task Force.

- Attend the meeting of the Membership Services Council, which takes place prior to or during the annual conference.

### **Spectrum Responsibilities**

- The PSP Delegate serves as a contributing editor by soliciting and providing copy for the “PSP Member Spotlight” feature or for another article relevant to the interests of the PSP constituency.

### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

## **NHCA Executive Council Position Description: MEMBER DELEGATE**

### **Role of Member Delegate**

The Member Delegate to the NHCA Executive Council serves as the representative for individual members of NHCA, who consist of audiologists, physicians, industrial hygienists, safety specialists, engineers, scientists, occupational health nurses and hearing conservationists, attorneys, educators, equipment manufacturers, and others. Members are persons who hold a graduate or professional degree in a discipline relating to hearing conservation, or who have the equivalent of a graduate degree by virtue of professional experience in the field. The Member Delegate is a voting position on the Executive Council with a two-year term.

### **Responsibilities of the Member Delegate**

- Represent the individual membership at all Executive Council Meetings.
- Serve on the Membership Services Council, whose charge is to recruit and retain members.
- Send an annual blast email to all individual members with information about the role and responsibilities of the Member delegate and encouraging constituency to communicate directly regarding questions, concerns, and other issues.
- Assist Director of Membership in developing and implementing an orientation program for new members to help assure their assimilation into NHCA with ease and to identify their needs and potential leadership interests
- Assist Director of Membership in developing a budget and plan for membership retention/promotion
- Assist Director of Membership with ideas for promoting membership
- Call new members to welcome them
- Call non-renewing members for retention
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.

### **Annual Conference Responsibilities**

- Coordinate the Meet & Greet at conference with help from the ED. Establish emails and invitation. Determine if any prizes or drawings will be held. Establish any activities such as ice breakers for the event.
- Attend the meeting of the Membership Services Council, which takes place prior to or during the annual conference.

#### **Spectrum Responsibilities**

- Member Delegates serve as contributing editors by soliciting and providing copy for the “Member Spotlight” feature or for another article relevant to the interests of the general membership.

#### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

## **NHCA Executive Council Position Description: COMMERCIAL MEMBER DELEGATE**

#### **Role of Commercial Delegate**

The Commercial Delegate to the NHCA Executive Council serves as the representative for commercial members of NHCA. Commercial Members are firms making or distributing products related to hearing conservation. The Commercial Delegate is a voting position on the Executive Council with a two-year term.

#### **Responsibilities of Commercial Delegate**

- Represent the commercial membership at all Executive Council Meetings.
- Serve on the Membership Services Council, whose charge is to recruit and retain members.
- Send an annual blast email to all Commercial members with information about the role and responsibilities of the Commercial Member delegate and encouraging constituency to communicate directly regarding questions, concerns, and other issues.
- Assist Director of Membership in developing and implementing an orientation program for new members to help assure their assimilation into NHCA with ease and to identify their needs and potential leadership interests
- Assist Director of Membership in developing a budget and plan for membership retention/promotion
- Assist Director of Membership with ideas for promoting membership
- Call new members to welcome them
- Call non-renewing members for retention
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.

#### **Annual Conference Responsibilities**

- The Commercial Delegate is a standing member of the Program Task Force and participates in conference planning, including telecons.
- The Commercial Delegate or his/her designee is responsible for promoting sponsorships and for exhibitor recruitment for the annual conference. This involves collecting all program ads, coordinating the vendor new product workshop, assigning booths, and correcting all pages in the program that pertain to sponsors/vendors.
- The Commercial Delegate serves as a liaison for exhibitors at NHCA meetings, and is responsible for introducing exhibitors to conference attendees.
- Attend the meeting of the Membership Services Council, which takes place prior to or during the annual conference.

### **Spectrum Responsibilities**

- The Commercial Delegate or his/her designee is responsible for contacting all Commercial Members prior to the deadline of each issue to request, collect, and proofread updated mechanicals in time to meet the deadline for each issue.
- The Commercial Member Delegate serves as a contributing editor by soliciting and providing copy for the “Commercial Member Spotlight” feature or for another article relevant to the interests of the CM constituency.

### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

## **NHCA Executive Council Position Description: ASSOCIATE MEMBER DELEGATE**

### **Role of Associate Member Delegate**

The Associate Member Delegate to the NHCA Executive Council serves as the representative for associate members of NHCA. Associate members are persons with an interest in hearing conservation, but who do not meet the requirements for full member status. The Associate Member Delegate is a non-voting position on the Executive Council with a two-year term, renewable without limit. The Associate Member Delegate is appointed by the President.

### **Responsibilities of Associate Member Delegate**

- Represent the associate membership at all Executive Council Meetings.
- Serve on the Membership Services Council, whose charge is to recruit and retain members.
- Send an annual blast email to all Associate members with information about the role and responsibilities of the Associate Member delegate and encouraging constituency to communicate directly regarding questions, concerns, and other issues.
- Support NHCA in a manner that promotes growth for the membership
- Contribute ideas to advance the role and position of NHCA’s members as providers of hearing conservation services.
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.

### **Annual Conference Responsibilities**

- Attend the meeting of the Membership Services Council, which takes place prior to or during the annual conference.

### **Spectrum Responsibilities**

- The Associate Member Delegate serves as a contributing editor by soliciting and providing copy for the "Associate Member Spotlight" feature or for another article relevant to the interests of the membership.

### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

## **NHCA Executive Council Position Description: STUDENT MEMBER DELEGATE**

### **Role of Student Member Delegate**

The Student Member Delegate represents the interests of the student members and shares their collective input. The Student Delegate is a non-voting position on the Executive Council. Student members are degree candidates in a discipline related to hearing conservation and enrolled at least one-half time in an accredited educational program at a college or university institution. The Student Member Delegate is appointed by the President and serves a one-year term, renewable for an additional year at the discretion of the Executive Council.

### **Responsibilities of Student Member Delegate**

- Represent the student membership at all Executive Council Meetings.
- Serve on the Membership Services Council, whose charge is to recruit and retain members.
- Send an annual blast email to all Student members with information about the role and responsibilities of the Student Member delegate and encouraging constituency to communicate directly regarding questions, concerns, and other issues.
- Support NHCA in a manner that promotes growth for the membership
- Contribute ideas to advance the role and position of NHCA's members as providers of hearing conservation services.
- File a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.

### **Annual Conference Responsibilities**

- Establish the Student Volunteer Program deadlines/application, communicate the EC on email announcements, contact qualifying students, work with Program Chair Elect to establish a volunteer schedule, be onsite contact for students.
- Coordinate a Student Meet & Greet with the ED. Send out email to students inviting them and maintain RSVP list.
- Attend the meeting of the Membership Services Council, which takes place prior to or during the annual conference.

### **Spectrum Responsibilities**

- The Student Member Delegate serves as a contributing editor by soliciting and providing copy for the “Student Member Spotlight” feature or for another article relevant to the interests of the student member constituency, such as the ‘Student’s Corner’ page in the quarterly Spectrum.

#### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.
- If graduating before the next conference, identify and provide nomination(s) for new Student Delegate for appointment by the President-Elect.

### **NHCA Executive Council Position Description: HISTORIAN**

#### **Role of Historian**

The Historian is an ex-officio member of the Executive Council who documents and reports on the Association’s past activities, policies and management practice. The Historian is a non-voting position of the Executive Council. The Historian is appointed by the President for a two-year term renewable without limit.

#### **Responsibilities of Historian**

- Annual review of the management firm’s storage and record-keeping systems
- Prepare, in conjunction with the ED, a brief archival review of the Association’s past-year activities
- Collaborate with the Director of Communication to be sure that all Association positions are properly catalogued and documented on the web site.

#### **Other Duties**

- Review P&P and website sections related to position and provide suggested edits (to ensure that P&P references are kept current, accurate, complete, and appropriate) to President-Elect before conclusion of term.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

### **NHCA Volunteer Position Description: TASK FORCE CHAIR**

#### **Role of a Task Force Chair**

Task Forces consist of a Chair (appointed by the appropriate Executive Council officer) and as many members as needed. The EC officer may choose to serve as Chair or may appoint a Chair. The EC officer may appoint all members of the Task Force or delegate the appointments to the Chair. The EC officer or Executive Director announces the appointment of the Chair to the entire EC in a timely manner. Any objections to the appointment that are raised by other EC members should



be reviewed by the Presidential Trio, with action as appropriate. Most Task Forces are intended to be task-based and are to be dissolved with the completion of the specified tasks.

Every Task Force reports to the Executive Council through a Director or member of the Presidential Trio.

#### **Responsibilities of a Task Force Chair**

- Prepare and submit a progress report of activities and accomplishments with the ED and President prior to each meeting of the Executive Council.
- Prepare and submit budget requests to the ED by April 1.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

#### **Spectrum Responsibilities**

- Prepare and submit an article to the Spectrum Editor at the conclusion of the Task Force's work (if appropriate), or annually, for ongoing Task Forces.

### **NHCA Volunteer Position Description: PROFESSIONAL ORGANIZATION LIAISON**

#### **Role of Professional Organization Liaison**

Professional organization liaisons will act as information conduits between NHCA and other professional organizations involved in hearing conservation activities (e.g., the American Industrial Hygiene Association and the Council for Accreditation in Occupational Hearing Conservation). The purpose of these liaisons is to promote hearing loss prevention in these related organizations, as well as to insure that NHCA is kept apprised of hearing loss prevention efforts undertaken independently by the organizations. The liaison may also promote joint hearing loss prevention efforts between NHCA and the related organizations. Liaison members will be appointed by, and report to, the Executive Council through the President-Elect.

#### **Responsibilities of Professional Organization Liaison**

- Convey NHCA information to their respective professional organization leadership
- Prepare and submit a written report to the President-Elect summarizing hearing conservation-related activities conducted by their respective professional organizations prior to the spring and fall Executive Council meetings
- Promote NHCA annual conference and other events to their respective professional organizations.
- Promote conference exhibit booth exchange to their respective professional organizations.
- Communicate NHCA activities to their respective professional organizations.
- Solicit donations (e.g., "swag" or logo items) to the NHCA conference silent auction from their respective professional organizations.
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.

#### **Spectrum Responsibilities**



- Prepare and submit an article to the Spectrum Editor when appropriate, based on activities of the liaised organization. Liaisons to consortia and internal organizations (for example, NHCA/OSHA/NIOSH Alliance and NHCA Scholarship Foundation) shall submit an article annually.

## **NHCA Volunteer Position Description: STANDARDS ORGANIZATION REPRESENTATIVE**

### **Role of Standards Organization Representatives**

The Executive Council will appoint professional organization representatives to two American National Standards Institute (ANSI) committees, S3 and S12. Representative positions are purchased for these two ANSI committees by NHCA and have voting rights on the ANSI committees. Standards organization representatives will be appointed by, and report to, the Executive Council through the President-Elect.

### **Responsibilities of Standards Organization Representatives**

- Vote on hearing conservation-related standards reviewed by the two ANSI committees. Note that ANSI representatives have full discretion to vote as they see appropriate, keeping in mind that they are delegates representing the NHCA.
- Where appropriate, solicit input from the NHCA members for consideration in the voting and commenting process.
- Prepare and submit a written report to the President-Elect summarizing standards activity prior to the spring and fall Executive Council meetings
- Provide successor with a list of duties of the position, deliverables, timelines and deadlines. Transfer key files, emails, lists, and examples of important communication related to duties of the position. Provide status and information/contacts on all current projects and arrange for handoff or (if mutually agreeable) continued involvement by outgoing officer.