



Virginia Association for Healthcare Resource and Materials Management

Officer Responsibilities

The officer positions of VAHRMM have a length of term of two years. The office of President is a total six-year commitment with two years as President-Elect, two years as President, and two years as an ex-officio member of the Board of Directors with the title of Past-President. Individuals eligible for nomination must be active members of VAHRMM who are directly or administratively involved in the field of healthcare purchasing or materials management. Allied materials management associates such as consultants, state hospital association employees, etc. are also eligible. While there are provisions for associate (vendor) members to hold board positions, those individuals are not eligible to run for any office in the association according to VAHRMM by-laws. All elected officers are expected to be a member of the national Association for Healthcare Resource and Materials Management (AHRMM) or become a member prior to taking office. Any vacancy that may occur between elections shall be filled by a majority vote of the Board of Directors. The responsibilities of each office are as follows.

President-Elect

- The President-Elect shall preside at all meetings of VAHRMM and of the Board of Directors in the absence of the president.
- Perform other related duties as designated by the president
- Fill a vacancy of the office of the President

President

- The President is the chief executive officer of the association.
- Preside at all meetings; appoint standing and special committees and their chairpersons.
- Act as the association's official representative at meetings of cooperating and/or affiliated organizations and is an ex-officio member of all association committees.
- Supervise the activities of the association and act as the board chairperson.
- Perform other duties as authorized by the Board of Directors.

Secretary

- The Secretary shall record and distribute to the Board of Directors the minutes of all association meetings within thirty (30) days after each meeting. A written treasurer's report will be attached to all minutes.
- Maintain accurate records of all association minutes, written documents, correspondence, and pertinent association transactions.
- Review the established by-laws and receive recommended changes from the membership and draft proposed revisions for the Board of Directors on an as needed basis, but no less frequently than bi-annually.
- Oversee the AHRMM Chapter of the Year application process.

Treasurer

- The Treasurer shall keep an accurate record of all funds of the association in a permanent form to be approved by the Board of Directors.
- Receive and record all funds collected by the association and submit a written report to the membership at each annual meeting. A written report shall also be included with the minutes of each board meeting.
- Deposit the association funds in a depository designated by the Board of Directors
- Obtain board and/or President approval before any expenses shall be paid for any officers, as well as, for any expenditure in excess of \$1,000.00.