

## Health Professions Association

### Officer Job Description and Responsibilities

The following are the positions held by of the Board of Officers for the Health Professions Association at the University of California, Santa Barbara. Each office/position is followed by a brief description of the responsibilities of the office. There are mandatory club events as well as two board meetings a month on average.

#### PRESIDENT:

Ultimate responsibility for all events, funds, officers, and members. All contact to the faculty advisors is to be done through the president. Responsible to ensuring all officers are acting in a manner consistent with their position of leadership and that all needed work is completed in a timely manner. The president is the only person who can call an emergency meeting. The president will be directly responsible for any mistakes or mishaps that occur even in committed by other officers. The president must be a good problem solver and react effectively in crisis situations. Basically, the president is the person who runs the club with little advice from the faculty advisor.

#### VICE PRESIDENT:

Acts as the direct link between all other officers and the president. In the absences of the president, the vice president assumes control of the board. All officers are to report to the vice president with the progress on upcoming events and assigned work projects. It is the responsibility of the vice president to ensure that the president is fully aware of any pitfalls or problems that may arise. The vice president is simply the president's right hand.

#### TREASURER:

Responsible for all accounting, budget and memberships fees. The treasurer is the sole person that can authorize transactions that requires HPA funds. Must be well aware of the HPA budget at all times incase he is asked for a report. The treasurer will make weekly trips to the health professions office to pick up all membership fees and sign for them. They must then be deposited immediately. No officer purchase that will qualify for reimbursement without prior authorization of the treasurer as well as the treasurer's signature on the reimbursement form. As the treasurer, you will be the most closely watched person, due to the sensitivity of the issue of fraud. In the absence of both the president and vice president, the treasurer assumes responsibility.

#### MEMBERSHIP DIRECTOR:

Responsible for keeping track of all memberships, old and new. Also responsible for ensuring that all members are on the listserv, the membership director will also create and maintain a database of all past, present, and future members and include a list of those members that indicated an interest in helping/volunteering for the HPA. The membership directory and volunteer list must be constantly up-to-date and must be shared with board routinely. The volunteer list must be turned into the volunteer coordinator weekly.

#### VOLUNTEER COORDINATOR:

Responsible for ensuring that every member has the opportunity to help out if they wish. The volunteer coordinator will work closely with the membership director on this matter. The volunteer coordinator will also work closely with the vice president on a new side project. The project entails gathering information about volunteer and employment opportunities and making them available at the health professions office.

#### PUBLIC RELATIONS DIRECTOR:

Will be HPA's liaison when dealing with other clubs or offices on campus. Solely responsible for all flyers, advertisements, and all handouts at events, and their content. Will report directly to the vice president. This can be a very time consuming office if you are not computer savvy and have flaws in your time management skills. The PR director will ensure a constant flow of new memberships as well as constant advertising to ensure that every student knows about the HPA, our mission and our membership benefits.

#### EVENTS DIRECTOR:

Responsible for assembling events and coordinating with PR director on advertising them. Will be responsible for arranging the guest speakers, transportation of the guest speakers if needed, food and refreshment ordering at the events. The events director will ensure that a member of the board is at every meeting to answer questions and to introduce the guest speaker. Due to the hectic nature of our annual conference, the conference coordinator position was created to ease the production of this particular event.

#### CONFERENCE COORDINATOR:

Solely responsible for scheduling the annual health conference and post conference follow-up. This is the biggest event that the HPA arranges each year and it requires quite a bit of effort on everyone's part. The office was created assist the events director in the planning, execution, and follow-up in regards to the conference. The conference coordinator's

responsibilities include, but are not limited to the conference. The conference coordinator's responsibilities include, but are not limited to: arranging all the guest speakers at the conference, ensuring that there is adequate travel and lodging arrangements for speakers, making lunch reservations for the cabinet and the speakers, assembling the program, ensuring that a member of the board is at every lecture to answer questions and introduce the speaker, follow-up appreciation letters/cards for all of our guest speakers. Basically, the conference coordinator has the same duties at the events director, but more focused on the conference and will report directly to the events director.

#### WEBMASTER/ HISTORIAN:

Responsible for maintaining the HPA website as well as documenting HPA activities. Also responsible for coordinating with other board members in an effort to keep contact information, calendar, an assortment of resources, and any number of other web related features up to date. This position is designed to help the Health Professions Association interface with its constituents in a better fashion.

**NOTE:** All officers are required to attend the annual health conference with no exceptions and they must adhere to a strict dress code at the conference.