

## NATIONAL ORGANIZATION OF STATE OFFICES OF RURAL HEALTH

---



**September 17, 2009**

**To:** NOSORH Members  
**From:** Karen Madden, Past President NOSORH and Chair, Nominations Committee  
**Subject:** Elections Procedures

In accordance with the NOSORH By-Laws, the Nominations Committee of NOSORH, consisting of myself, Charles Dwyer (ME), Alison Hughes (AZ), Tammy Norville (NC), Kris Sparks (WA), and Gloria Vermie (IA), is providing notification of the elections process for the slate of officers that will be voted upon at the NOSORH annual meeting.

The Committee is currently developing the slate of candidates for the President – Elect and Secretary positions. Theresa Cruz was elected to a two year term as Treasurer at the 2008 Annual Meeting and will be completing year 2 of that term. Please contact a member of the Committee if you would like to nominate someone for one of the positions. All nominees must be members in good standing of NOSORH.

Elections will be held at the Annual Meeting on Wednesday, November 18. Nominations will be taken from the floor. Each SORH shall have one vote. The SORH Director shall designate the voting member. Voting may be accomplished by Proxy if the SORH is not present at the Annual Meeting. The Proxy form will be sent to the membership when the slate of candidates is announced no less than 15 days prior to the Annual Meeting. Nominations will also be solicited from the floor at the time of the vote. The President will announce the results of the vote by the conclusion of the Annual Meeting.

The description of duties adopted by the NOSORH Board for these offices is attached for your reference.

Please do not hesitate to me at (518) 474-5565 or via email at [kam13@health.state.ny.us](mailto:kam13@health.state.ny.us) if you have any questions or concerns regarding this process.

We appreciate your support of NOSORH and look forward to seeing you in Austin.

### **Board President-Elect Responsibilities**

- Performs President's responsibilities when the President cannot be available (see attached list of Presidential responsibilities).
- Participates regularly in Executive Committee meetings as a voting member.
- Facilitates strategic planning efforts of the Board and monitors the organization's strategic direction. Ensures members annual review of the strategic plan.
- Is an authorized signer for financial matters pertaining to the organization.
- Performs other responsibilities as assigned by the Board
- Works with the Parliamentarian to regularly review and update bylaws and present changes to the membership for modification and vote at the annual meeting, as stipulated by the bylaws.
- Chairs the annual review of the Program Director in collaboration with the President.

### **Board President Responsibilities**

Provides leadership to the NOSORH Board.

- Chairs meetings of the Board after developing the agenda with the Executive Committee.
- Sets the Executive Committee and Board meeting agendas with the Program Director, and the Executive Committee.
- Chairs meetings of the Executive Committee and the Board.
- Appoints the chairpersons of committees, in consultation with other Board members per requirement of Bylaws
- Appoints the Policy and State Rural Health Association Liaisons, the Parliamentarian, and the Ex-Officio Communications, Fund Raising, Mentoring and other Ex-Officio members as needed.
- Is an authorized signer for legal, business and financial matters pertaining to the organization.
- Serves ex-officio as a member of committees and may attend meetings of all committees.
- Communicates individually with Board members who are not performing their assigned duties in a manner deemed acceptable to the Board.
- Presents election results.
- Presents awards.
- Appoints vacancies of regional representatives with counsel from the region.
- Participates in the annual review of the Program Director in collaboration with the President Elect
- Performs other responsibilities assigned by the Board and the Executive Committee.

### **Board Treasurer Responsibilities**

- Oversees the management of finances of the organization and is accountable for all NOSORH funds.
- Is a member of and participates regularly in Executive Committee and Board meetings.
- Administrates fiscal matters of the organization according to the Financial Policies and Procedures.
- Serves as an authorized signer for financial matters pertaining to the organization.
- Works with the Finance Committee, to solicit input from individual Committees, Executive Committee, Program Director and Board members as needed to develop the annual budget to be presented for Board approval at the winter Board Leadership meeting.

- Oversees the development and/or suggested revisions to the Financial Policies and Procedures, with guidance from the NOSORH Finance Committee and Executive Committee. Submit to Board for approval when necessary.
- Oversees review and approval of financial reports prepared by the Financial Services Provider with the Program Director, Executive Committee and Board, monthly. present to(monthly) Executive Committee and Board meetings and additional meetings upon request.
- Presents a financial report to the Membership at the Annual Meeting.
- The contracted Financial Services Provider will submit printed checks to the Treasurer for approval, signature and disbursement to recipient.
- Work with the contracted Financial Services Provider to ensure that all necessary documents for filing annual tax documents are available. Assure the documents are submitted in a timely manner.
- Work with the contracted Financial Services Provider and the Program Director for setting of dues and fee amounts and timely collection of member dues and registration fees.

#### **Board Secretary Responsibilities**

- Collaborates with the NOSORH Program Director to ensure that meeting minutes and actions of the Board and Executive Committee are appropriately recorded.
- Ensures the distribution of minutes of the Board of Directors to the membership, in collaboration with the NOSORH Program Director.
- Ensures the distributing of minutes of the Executive Committee to the NOSORH Board.
- Coordinates with the NOSORH Program Director to ensure an accurate registry and email list of NOSORH members and affiliated organizations and partners.
- Ensures distribution of Board documents, proposals, actions and policies to the NOSORH membership.
- Coordinates distribution of information and communication of the Board and the NOSORH with the Program Director and Communications Liaison.
- Ensures the maintenance of appropriate legal documents of NOSORH.
- Coordinates activities necessitating notice, in accordance with the by-laws, with the NOSORH Program.
- Ensures the actions of the Committees are reported to the Board, and posted on the Website for membership access.