



NNSAHC Executive Committee Position

Position Title: President	Length of Term: 3 Years*
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Requirements for Nomination:

- A member of the NNSAHC for a period of two (2) years, or have served in a state level Maternal and Child Health position, or similar position with responsibilities for adolescent health, for a period of two (2) years.

Position Overview

The President leads NNSAHC as the principal executive officer of the organization.

**Acts as President Elect in year one; President in year two; and Past President in year three.*

Essential Job Functions

- Moderate all Executive Team and NNSAHC calls and meetings.
- Appoint chairs of ad hoc committees and liaison representatives to specific organizations.
- Facilitate welcoming of new NNSAHC members.
- Work with Secretary to ensure the NNSAHC member roster is up to date.
- Facilitate other duties as needed among NNSAHC Executive Committee members and other Committee Chairs.
- Serve as a mentor for President Elect to impart Network history and guidance on operations to prepare President Elect for their term as President.

Time Commitment

In general, this takes between 2-4 hours a month.

NOTE: This job description is not intended to be all-inclusive. May perform other related duties as negotiated to meet the ongoing needs of the organization.



NNSAHC Executive Committee Position

Position Title: President Elect	Length of Term: 3 Years*
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Requirements for Nomination:

- A member of the NNSAHC for a period of two (2) years, or have served in a state level Maternal and Child Health position, or similar position with responsibilities for adolescent health, for a period of two (2) years.

Position Overview

The President Elect assists the President; assumes the duties of the President in the President's absence; performs other duties as assigned by the President; and serves as Chair of the By-Laws Committee. Along with the Past-President, the President Elect serves as the co-chair of the annual meeting planning committee.

**Acts as President Elect in year one; President in year two; and Past President in year three.*

Essential Job Functions

- Assist the President
- Assume duties of President in the President's absence
- Serve as Chair of the By-Laws Committee
- Serve as the co-chair of the Annual Meeting/Call planning committee
- Perform other duties as assigned by the President
- Seeks opportunities for mentoring from the President and Past President on Network history and operations to prepare for second year of leadership rotation as President.

Time Commitment

In general, this takes between 2-4 hours a month.

NOTE: This job description is not intended to be all-inclusive. May perform other related duties as negotiated to meet the ongoing needs of the organization.



NNSAHC Executive Committee Position

Position Title: Past President	Length of Term: 3 Years*
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Requirements for Nomination:

- A member of the NNSAHC for a period of two (2) years, or have served in a state level Maternal and Child Health position, or similar position with responsibilities for adolescent health, for a period of two (2) years.

Position Overview

The Past President supports the President to lead NNSAHC.

**Acts as President Elect in year one; President in year two; and Past President in year three.*

Essential Job Functions

- Serve as liaison on legislative issues.
- Chair the Nomination Committee.
- Co-chair (with the President-Elect) the Annual Meeting Committee.
- Perform other duties as assigned by the President.
- Serve as a mentor for President Elect and President to support their leadership of the Network.

Time Commitment

In general, this takes between 2-4 hours a month.

NOTE: This job description is not intended to be all-inclusive. May perform other related duties as negotiated to meet the ongoing needs of the organization.



NNSAHC Executive Committee Position

Position Title: Secretary	Length of Term: 2 Years
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Requirements for Nomination:

- Member of the NNSAHC for a period of one (1) year.

Position Overview

The Secretary supports administrative and operational functions of the Network and the Executive Committee.

Essential Job Functions

- Attend all Executive Team Calls
- Take roll, and keep and distribute minutes for all Executive Team Calls
- If unable to attend an Executive Team call, appoint a substitute for duties prior to the call.
- Maintain files of essential NNSAHC records (including, but not limited to: minutes, reports, by-laws, NNSAHC Roster, and other correspondence requested by the President).
- Inform the NNSAHC listserv owner of additions and deletions to the membership (new members, members who have left their positions).
- Coordinate with owners/administrators of the NNSAHC website, listserv and other online/electronic forums on changes to Network membership, including additions and deletions to the membership.
- Notify the Members-At-Large of changes to Network membership.

Time Commitment

In general, this takes between 3-5 hours a month.

NOTE: This job description is not intended to be all-inclusive. May perform other related duties as negotiated to meet the ongoing needs of the organization.



NNSAHC Executive Committee Position

Position Title: Member-At-Large	Length of Term: 2 Years
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Requirements for Nomination:

- Shall have been a member of the NNSAHC for a period of one (1) year.

Position Overview

Members-at-Large shall represent overall membership. One Member-at-Large shall represent Regions I-V, and the other shall represent Regions VI-X. Member-At-Large terms stagger so that one new Member-At-Large is transitions on/off the Leadership Team each year.

Essential Job Functions

- Ensure that the interests and needs of states in their assigned regions are represented to the Executive Committee, including when applicable, identifying regional representatives and alternates.
- Serve as liaisons between the Regional Representatives and the Executive Committee. In the absence of Regional Representatives, serve as liaisons between SAHCs in their regions and the Executive Committee.
- Facilitate connections between new SAHCs and their Regional Representatives, or their SAHCs with shared interests/structures, including but not limited to: hosting conference calls and/or meetings annually to build connections and support between states in their region; providing technical assistance to 5 regions via email and/or phone calls.
- Provide support to the Executive Committee for welcoming and orientation new AHCs in their assigned regions.
- Serve on Network committees as assigned by the Executive Committee.

Time Commitment

In general, this takes between 2-4 hours a month.

NOTE: This job description is not intended to be all-inclusive. May perform other related duties as negotiated to meet the ongoing needs of the organization.
