

OAHU Board of Directors

Executive Committee

- Members include President, President-Elect, Immediate Past President, Vice President, Secretary/Treasurer
- Members meet no less often than quarterly, but often enough that issues of importance may be addressed in a timely fashion. Meetings may be held electronically or by teleconference.

Responsibilities of this committee include, but may not be limited to:

- Prepare and recommend annual budget to entire board
- Provide direction to each chairman/woman
- Provide ongoing review of Strategic Plan
- Develop such fundraising efforts as are necessary to support the work of the association
- Begin development of long term financial objectives
- Other items as may be determined to be necessary by the Board of Directors
- Provide guidance and make decisions regarding OAHU administration
- Provide direction to OAHU legislative Chair and legislative Committee

President

- Lead Executive Committee
- Review National Leadership manual and other documents provided to develop goals for the Chapter and its leadership
- Ensure smooth operations of the chapter by working closely with the President-Elect and the committees
- Lead Board and Executive Committee Meetings
- Attend the Annual Regional Meeting as a representative of the Ohio Association of Health Underwriters.
- Attend the annual Capitol Conference and National Convention as a representative of OAHU
- Support the Region 3 VP in matters of mutual benefit
- Communicate to the Region 3 VP actions taken by the State Board.
- Assist in coordinating any activities between the State and Regional Associations.
- Establish Chapter Leadership Development Plan in accordance with State and Regional goals
- Develop an Orientation Manual for each Chair
- With Executive Committee, establish appropriate policies and procedures to reflect fiscally responsible Chapter management
- Establish strong working relationships with peers in Region 3, other Regions and National Association
- Support, communicate and implement strategic plan
- Direct, communicate ongoing activities of OAHU admin
- Communicate with and assist local presidents as needed

- Attend local meetings and address membership

President Elect

- Serve on the Executive Committee
- Support the work of the President
- Work with President on leadership and strategic planning
- In the event the President is unable to attend Board, Chapter or Executive Committee meetings, be able to step in and lead those meetings
- Oversee the work of those committees assigned
- Attend State Regional and National meetings and events as necessary

Secretary/Treasurer

- Serve on the Executive Committee
- Develop initial budget for review and action by the Executive Committee & Board
- Maintain all budgeting and reporting activities
- Approve & disburse funds as approved
- Provide cash flow information as required
- Present written financial statements to the Board
- Work with accountant in preparing all tax returns and other financial filings

Immediate Past President

- Serve on Executive Committee
- Assist President as necessary
- Be available for historical perspective and guidance

Bylaws & P&P

- Establish effective and relevant Policies and Procedures
- Review current bylaws and update in accordance with National Guidelines

Membership & Retention Chairperson

- Develop a sustainable and effective membership recruitment program
- Establish membership growth goals for the current year based on guidelines contained in the OAHU Strategic Plan
- Develop a statewide membership campaign
- Develop a recognition program for members
- Establish a committee to help in membership activities, comprised of the local membership chairs and other interested parties
- Develop working relationships with other state, regional and national membership staff and chairpersons
- Coordinate and maintain state membership list, ensuring such list is up to date and contains all necessary information for effective communication.
- Prepare written communications of committee activities and membership roles for each board meeting
- Develop & maintain a list of potential members for the state

- Work with the local chapters and following National guidelines, develop and implement a sustainable and effective Membership Retention Plan
- Establish retention goals based on National guidelines (Landmark Award criteria)
- Prepare written communications of retention activities for each board meeting

Education Chair

- Develop a sustainable policy regarding the presentation of OAHU CE credits
- Work on increasing participation in advanced designation programs, i.e. RHU, REBC, CEBS and others as may be appropriate
- Develop programs relevant to industry trends and education, including CE programs and other appropriate presentations
- Coordinate CE events with local chapters when possible
- Review OAHU approved CE's for renewal
- Oversee filing of new OAHU CE programs

Media Relations Chair

p a media plan including:

- Extending newsletter distribution beyond membership to include
- Media announcements of chapter activities and events, including speakers and issues of relevance
- Communication with Legislators and other influential citizens regarding chapter activities
- Work closely with regional technology/communication chair to communicate to our members and others those items of importance or relevance, including newsletter sharing between chapters in this region, in the state and across regional lines
- Identify members of each local association willing to engage the media on matters of importance to the Association

Legislative Committee Duties

Legislative Chair

- Represent OAHU on all legislative events in Ohio
- Coordinate legislative activities with lobbyists and state OAHU Board
- Identify a committee of people willing to actively participate in legislative activities, and hold regular meetings
- Attend annual Cap Conference held in Washington D.C.
- Establish and maintain collaborations with other groups whose insight is relevant to our success (Life Underwriters, Chamber of Commerce, Academy of Medicine, Senior Groups, etc.)
- Encourage member contribution to OAHUPAC/HUPAC. Coordinate with OAHUPAC/HUPAC chairs goal of contribution should be over 21% of the total membership.

- Prepare written report of committee activities for the Board and the newsletter
- Coordinate weekly legislative review communication with OAHU lobbyists
- To create an environment that encourages and fosters the development of leaders at the local level who can build strong local legislative committees and advance to state leadership in the future.

Lobbyist:

- Provide consultative services to the leadership of OAHU regarding legislative and regulatory activities in Ohio
- Assist OAHU in building relationships with the legislative and executive branches of government
- Provide analyses of all bills introduced in the Ohio legislature regarding health insurance or related topics
- Provide analyses of all executive orders affecting health insurance or related issues
- Assist OAHU in developing positions on issues affecting the health insurance industry
- Assist OAHU in developing collaborative relationships with others in promoting the position of OAHU
- To follow the directives as set by the OAHU legislative committee and OAHU BOT in promoting the positions taken by OAHU

OAHUPAC/HUPAC Chair

- Solicit \$10 x 12 from members of each Board of Directors
- Solicit larger HUPAC contributions from other targeted members
- Establish a general membership campaign for \$10 x 12, with a goal of 21% general member participation
- Promote the PACs at all the local associations
- Develop local leaders who can form and motivate local PAC committees
- Coordinate efforts to build the PACS with the Legislative Committee Chair and Lobbyist.

Awards Chair

- Responsible for collecting information and preparing submission for awards as required by the board of directors
- Report regularly to the board of directors any progress toward the achievement of awards.
- Assist the local chapters with awards submissions
- With the President, develop ongoing recognition of superior leadership on state level

- Order pins and other awards for those being recognized for service to our chapter, state or national association, as well as for those who are receiving advanced designation certifications

Chapter Representation (two representatives from each local)

- Attend legislative committee meetings as a voting member for their local. Attend to be well informed and bring back legislative information to their local boards.