

# Utah Association of Healthcare Quality 2009 Call For Nominations

Dear UAHQ member:

UAHQ is in search of leaders for the organization. If you are a qualified candidate or know of another UAHQ member who would make a great leader, don't miss this opportunity to enhance your skills or learn new ones. Please complete this 2009 Call for Nominations form and return it to UAHQ by **July 21, 2008**.

Potential Nominee \_\_\_\_\_

Recommended for the position of (position descriptions are on the next page):

President-elect

Secretary

Nominated by (if different from above) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Return your nomination by July 21, 2008 to:**

**UAHQ Nominations  
Attn: Michele Leader  
HealthInsight  
348 E. 4500 S., Suite 300  
Salt Lake City, UT 84107  
Fax: 801-892-0160  
E-mail: [mleader@healthinsight.org](mailto:mleader@healthinsight.org)**



## **President**

The President-elect will be elected annually and must have previous experience serving on the UAHQ Board. In the event no qualified member desires to serve, the Board can vote to open the election to the general membership.

The **president-elect** performs the duties of the president in the event of the president's temporary absence. The president-elect performs duties as assigned by the president and prepares for the duties of the office of president. In the event the president cannot fulfill his/her term of office, the president-elect completes the unexpired term of the president prior to beginning their own elected term. The president-elect is an ex-officio member of all councils, and must attend at least one meeting of each council during his or her term of office.

The **president** performs all duties that are usual to this office. The president presides at all general meetings of UAHQ and the UAHQ Board of Directors, and serves as a representative to the NAHQ Leadership Council. The president provides an association status report, including actions of the NAHQ Leadership Council, during the UAHQ annual business meeting. The president appoints chairs of councils, subject to Board approval. The president is an ex-officio member of all standing councils.

The immediate **past president** provides advice, continuity, and assists the president in serving as a mentor to the president-elect. The immediate past president serves as an ex-officio member of the Legal/Legislative Council.

## **Secretary**

The secretary issues notices of all meetings of the Board and ensures that minutes of meetings are kept. The secretary is custodian of all UAHQ records and files, and also archives one copy of each education program (agenda and handouts) sponsored by UAHQ as a permanent record and resource for members. The secretary performs other duties usual to this office and serves as an ex-officio member of the Communication Council.