

AFFILIATE OF GEORGIA HEALTH CARE ASSOCIATION

Georgia Society of Nursing Home Activity Directors

State & Council Officer Duties & Responsibilities

2/1/2016



Georgia Society of Nursing Home Activity Directors

State President

Job Description

Election

Election of state officers shall be annually during the statewide meeting. A person must be elected by a majority vote of the regular membership of GSNHAD present during a formal session of their body at the annual statewide meeting. In the event that no nominee receives a majority vote on the first ballot, there shall be a run-off of the two candidates receiving the largest number of votes.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least two (2) years.
2. Must have actively held office at the council level for at least one (1) year.
3. Cannot hold council position while in a state office.
4. The president shall be the presiding officer of GSNHAD
5. The president shall serve as Ex-Officio (non voting) member of all committees and shall vote only to break a tie.
6. The president shall have the authority to fill the unexpired term of a vacated state office with a qualified member of GSNHAD.
7. Nomination of state officers: In the event of any office where a single name has been put in nomination, the President may dispense with formal election procedure and may ask that the person be elected by acclamation. (President is not obligated or mandated to do so; however, it is an available option.)
8. Delegate duties to board members and general membership.
9. Plan agendas for each board meeting.
10. Provide leadership and direction to other officers, board members, and council officers.
11. Be available for other jobs when needed.
12. Prepares an annual report to be presented to the general membership at the yearly meeting which is due in GHCA Office by September 1 of each year.
13. Requests reports from the state and council officers and the state committee chairmen to be presented to the general membership at the yearly meeting which is due in GHCA office by September 1 of each year.

14. Represents our organization's goals and objectives in a public relations capacity on a statewide and nationwide level, as necessary. (Upon written invitation will attend GANLTC and GSNHSW installation banquet at each of their annual meetings.
15. Represents the organization at any function to promote recognition of our organization and the other organizations sponsored by GHCA. (GHCA Mid-Year Convention at the Convention Center – late January or early February of each year - sit in the booth at the trade show.)
16. Attempts to visit each council at least once a year.
17. Serves as liaison to the planning committees for the yearly meetings.
18. Has a working knowledge of the organization's Constitution and By-Laws and works with the GHCA staff person, the official parliamentarian, if a dispute arises.
19. Communicates with members of the organization on a council or individual basis, as necessary.
20. In conjunction with Nominating Chairperson, oversees election procedures at the annual meeting. Calls upon the Vice President in the event that the President is running for a second term.
21. Prepares GSNHAD annual budget proposal and submits it to the President of the Georgia Health Care Association. (Maintains a copy for your own records)

Constitution & By-Laws currently states:

- a. The president shall have the power to appoint chairperson(s) and members to any standing or AD HOC Committees as he/she deems necessary or appropriate.
- b. The president appoints the Education Chairperson, the Constitution and By-Laws Committee Chairperson, Public Relations Chairperson and the Nominating Chairperson.

Georgia Society of Nursing Home Activity Directors

State Vice President

Job Description

Election

Election of state officers shall be annually during the statewide meeting. A person must be elected by a majority vote of the regular membership of GSNHAD present during a formal session of their body at the annual statewide meeting. In the event that no nominee receives a majority vote on the first ballot, there shall be a run-off of the two candidates receiving the largest number of votes.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least two (2) years.
2. Must have actively held office at the council level for at least one (1) year.
3. Cannot hold council position while in a state office.
4. In the absence of the State President, the vice president shall serve as an Ex-Officio (non-voting) member of all committees, except the Nominating Committee.
5. The vice president may perform the duties of the president in his/her absence.
6. The vice president shall serve as Chairperson of the Annual Meeting Committee with Council Vice Presidents serving as the members of that committee.
7. Responsible for planning the annual statewide meeting (convention).
8. Attends all state board meetings and serves as a state board member of GSNHAD.
9. Reads and has a working knowledge of the GSNHAD Constitution & By-Laws and is available at any time to answer questions or settle differences of opinion on constitutional matters.
10. Keeps the president informed of any business conducted during his/her absence.
11. Reviews and updates all job descriptions once a year or as necessary.
12. Provides copies of all revisions of job descriptions to the state board for approval.
13. Provides copies of all approved job descriptions to all state and council officers and committee chairperson and members.

Georgia Society of Nursing Home Activity Directors

State Secretary

Job Description

Election

Election of state officers shall be annually during the statewide meeting. A person must be elected by a majority vote of the regular membership of GSNHAD present during a formal session of their body at the annual statewide meeting. In the event that no nominee receives a majority vote on the first ballot, there shall be a run-off of the two candidates receiving the largest number of votes.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least two (2) years.
2. Must have actively held office at the council level for at least one (1) year.
3. Cannot hold council position while in a state office.
4. The secretary shall be responsible for preparing and keeping the minutes of business meetings and Board of Directors meetings. (In typed form and to be distributed at each state board meeting)
5. He/She shall Chair the Membership Services Committee and shall carry out correspondence for the organization.
6. Reserve date and location for board meetings as decided upon by the board.
7. Send memo to GHCA Affiliate Coordinator approximately one month prior to each board meeting, along with a copy of the minutes of the previous board meeting "ready to copy" so he/she can make copies and mail to each board member.
8. Maintain accurate records of all board discussion and action during board meeting. Review this at the subsequent meeting for correction and approval.
9. Maintain accurate attendance records of all board meetings.
10. Receive and reply to all correspondence as directed by the board.
11. Maintain copies of council reports as submitted by council secretaries.
12. Reads and has a reasonable knowledge of the GSNHAD constitution & by-laws.
13. Prepares a written report of all meetings and outside activities attended during the year to be included in the yearly meeting packet by September 1 of each year.
14. Notifies each council president of board approval of associate members.

Georgia Society of Nursing Home Activity Directors

State Treasurer

Job Description

Election

Election of state officers shall be annually during the statewide meeting. A person must be elected by a majority vote of the regular membership of GSNHAD present during a formal session of their body at the annual statewide meeting. In the event that no nominee receives a majority vote on the first ballot, there shall be a run-off of the two candidates receiving the largest number of votes.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least two (2) years.
2. Must have actively held office at the council level for at least one (1) year.
3. Cannot hold council position while in a state office.

Duties

1. The treasurer shall be responsible for receiving and dispersing funds and for keeping accurate financial records.
2. The treasurer shall give a financial report at the annual meeting, at quarterly state board meetings and/or as requested.
3. The treasurer is the chairperson of the Budget and Finance Committee unless another is appointed by the president.
4. Establish a checking account in the society's name with 2 alternate signatures as directed by the board.
5. Pay all bills the Society has or might have.
6. Reconcile bank statement and check book.
7. Attend all board meetings and give the treasurer's report.
8. Attends the yearly meetings and organizes the sale and inventory of items selected by the GHCA Board for sale.
9. Attends all budget meetings during the year.
10. Handles fund raising monies at the yearly meeting.
11. Prepares a written treasurer's report to forward to the state president and GHCA to be included in the yearly meeting packet by September 1.

12. Responsible for securing yearend audit by an unbiased person. Submit cost of the audit to the board for approval.

Georgia Society of Nursing Home Activity Directors

State Education Chairperson

Job Description

Appointment

This person is selected by the State President and the newly elected State Board.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least two (2) years
2. Must have actively held office at the council level for at least one (1) year.
3. Also, the person must have the ability to work well with the GSNHAD Education Committee, the GHCA Membership Services Committee, and the GHCA staff person.

Duties

1. The Education Committee Chairperson shall be empowered to work with the GSNHAD Education Committee and with the GHCA Membership Services Committee to develop educational programs designed to advance and enhance the role of the activity director providing services in GHCA facilities.
2. Functions closely with the GHCA Affiliate Group Coordinator.
3. Serves as a member of the GHCA Membership Services Committee.
4. Chairs the state education committee, which is comprised of the eight council education committee chairpersons.
5. Plans regular educational meetings with the committee chairpersons and GHCA Staff and sets the agenda.
6. Maintains communication with the state president.
7. Attends board meetings, as scheduled, or as called by the state president. Attends council meetings.
8. Prepares a written report outlining all educational activities to be forwarded to the state president and GHCA to be included in the yearly meeting packet by September 1st.
9. Reviews and verifies all education hours submitted by GSNHAD members and determines the proper certificate(s) to be made. Gives this information to GHCA staff so that certificates will be made. Assists GHCA staff with putting the gold seal on certificates with 100 or more hours.

10. Assigns Education committee members to desk duty at the annual meeting. These persons monitor the sign-in process in order to maintain a fair manner of distributing the educational certificates at the end of the convention.
11. Assigns Education Committee Members to assist the speakers during convention. Members will set up the speaker's equipment to the speaker's specifications, help with the lighting during the speaker's presentation, and be the "room temperature monitor" during the session.

Georgia Society of Nursing Home Activity Directors
State Membership Chairperson
Job Description

Election

The Chairperson shall be the secretary of the state society and is therefore voted in by majority vote at the annual meeting.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least two (2) years.
2. Must have actively held office at the council level for at least one (1) year.
3. The person must have the ability to work well with the GSNHAD Membership Committee and the GHCA staff person.
4. Attends all board meetings, if possible.
5. Provides copies of all minutes to the state board.
6. Schedules and sets the agenda for the committee meetings (quarterly) and call meetings as necessary.
7. Chairs all Membership Committee meetings.
8. Prepares a state committee report to be included in the yearly meeting packet and forwards it to the state president and to GHCA by September 1 of each year.
9. Organizes the membership committee in the creation of "New Members" packets which include a warm letter of welcome, a copy of the constitution & bylaws, a current list of state and council officers and committee chairpersons, a brief history of the organization, etc.
10. Organizes and presents a new member orientation program at each yearly meeting. This includes encouraging new members to become involved in the society, the distribution of job descriptions, questions and answer time, etc.
11. Maintains an updated list of **all** Associate Members. Keeps GHCA Staff informed of all updates to this list.

Georgia Society of Nursing Home Activity Directors

State Budget & Finance Chairperson

Job Description

Election

The Chairperson shall be the treasurer of the state society and is therefore voted in by majority vote at the annual meeting.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least two (2) years.
2. Must have actively held office at the council level for at least one (1) year.
3. The person must have the ability to work well with the GSNHAD Budget & Finance Committee and the GHCA staff person.

Duties

1. Attends all board meetings, if possible.
2. Chairs and prepares the agenda for all committee meetings.
3. Schedules committee meetings as necessary (1-2 annually).
4. Prepares a state committee report to be included in the yearly meeting packet and forwards it to the state president and to GHCA by September 1 of each year.
5. Purchases all sale items for GSNHAD Annual Meeting upon approval from GSNHAD State Board. Distributes remaining sale items equitably to each council and maintains an accurate inventory of the items and money.
6. Pays the bills for the Society. (For further details, please refer to the State Treasurer's Job Description.)
7. Periodically audits each council's financial log book, including but not limited to, sale items, fund raising, disbursement, deposits, fees and interest.

Georgia Society of Nursing Home Activity Directors

State Constitution & By-Laws Chairperson

Job Description

Appointment

Appointed by the State President and the newly elected State Board members.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

The person must have the ability to work well with the GSNHAD Constitution and By-Laws Committee and the GHCA staff person.

Duties

1. The Constitution & By-Laws chairperson and committee shall be responsible for reviewing the existing constitution and recommending changes for membership.
2. This chairperson and committee is responsible for adhering to the proper procedure for constitution and by-law changes: All constitution and by-laws changes must be approved by the GHCA Board of Directors and by the general membership of GSNHAD upon 30 days advance written notice prior to the annual meeting.
3. Attends all board meetings, if possible.
4. Chairs all Constitution and By-Laws committee meetings.
5. Schedules and sets the agenda for committee meetings as necessary.
6. Has a working knowledge of the Constitution and By-Laws and is prepared to answer questions or settle disputes as necessary.
7. Organizes members to prepare revisions to the Constitution & By-Laws as necessary.
8. Notifies the state president and GHCA Board Liaison and GHCA Staff of any revision suggestions.
9. Prepares a revision format to be presented to GHCA for approval. GHCA staff and/or Liaison will take the proposed revisions to the GHCA board.
10. Works closely with the GHCA liaison.
11. Presents any revision format to the general membership for approval.
12. Provides board members and GHCA with a copy of the revised constitution and by-laws.

13. Prepares a state committee report to be included in the yearly meeting packet by September 1 of each year and forwards it to the state president and to GHCA staff person.

Georgia Society of Nursing Home Activity Directors

State Nominating Chairperson

Job Description

Appointment

Appointed by the State President and the newly elected State Board members.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

The person must have the ability to work well with the GSNHAD Constitution and By-Laws Committee and the GHCA staff person.

Duties

1. Guides the nominating committee through the review of the nominations. Example: Does each nominee meet the criteria outlined in the Constitution and By-Laws, and review of nominating form for accuracy and potential revisions.
2. After determining if the nominee meets the criteria, each nominee must be contacted by telephone to accept or decline the nomination.
3. The Chairperson is responsible for compiling a report based on what transpired at the Nominating Committee Meeting. The report must be completed 30 days prior to the Annual Meeting in order to go to the GSNHAD President, the GHCA Affiliate Group Coordinator and be placed into the GSNHAD Annual Meeting packet which is distributed at the Annual Meeting.
4. The **deadline** is 90 days prior to Annual Convention for nominations to be sent to the Chairperson for the four state offices (President, Vice President, Secretary, Treasurer).
5. Organizes a committee meeting (usually held the same day as the education and AD of the Year meeting at the GHCA office). Usually 1 1/2 - 2 months before convention. Contacts each committee member by mail to invite them to the meeting.
6. Guides the nominating committee through the review of the nominations. Example: Does each nominee meet the criteria outlined in the Constitution and By-Laws?
7. The Nominating Committee is responsible for the "DELEGATION" process. GHCA staff will train the committee on this process.
8. The Nominating Committee members will distribute the ballots during the annual business meeting. Distribute ballots to delegates ONLY

9. The Chairperson organizes committee members to serve as the tallies. Someone needs to determine how many people were delegated. Others need to count and verify the votes. Be careful with the numbers because a majority must vote in order for the election to be valid.
10. Responsible for the DELEGATION registration at the Annual Meeting. This person must find his/her own replacement if he/she is unable to attend annual meeting.

Georgia Society of Nursing Home Activity Directors
State Public Relations Advisor
Job Description

Appointment

Appointed by the GSNHAD State President annually.

Term

Term of Office is for one (1) year beginning with the Annual State-Wide Meeting.

Qualifications

1. The person must have the ability to work well with the GSNHAD State president, State Public Relations Chairperson, GHCA Staff Person, and the GSNHAD State Board.
2. The person should have experience and knowledge of the Georgia Society of Nursing Home Activity Directors and the Public Relations Committee.

Duties

1. Inform each council of the deadlines for the newsletter. These dates are to be set at the New Board Orientation each October. Remind State President, Council Presidents, and Public Relations Chairperson of this date and the importance of having articles into the GHCA Staff by the deadline.
2. The official title of the newsletter is "Progress Notes."
3. Contact each Council President and remind them to submit their check for \$100 to GHCA to assist with the expense of the Publication of our "Progress Notes." These funds should be sent to:

GSNHAD "Progress Notes"
Georgia Health Care Association
160 Country Club Drive
Stockbridge, Georgia 30281
Attn: Affiliate Group Coordinator

These funds are to be sent by February of each year.

4. The State Public Relations Chairperson and Public Relations Advisor would work under the guidance of the State Board and the Host Council of the Annual Meeting at the Annual GSNHAD Trade Show Booth. The following should be part of the job duty:

- a. Helping With the Decorations
 - b. Scheduling Workers
 - c. Ideas for Items to be Given Away
 - d. Promote GSNHAD
5. The State Public Relations Chairperson and Public Relations Advisor will work with last year's Activity Director of the Year and GHCA staff to arrange for a committee (if possible, it should consist of Public Relations Council Chairperson or one person from each council) to vote on the new Activity Director of the Year. The voting is on a tally basis; therefore, only the GHCA staff person will know who won.
6. The State Public Relations Chairperson and Public Relations Advisor will work with the GHCA staff and last year's Activity Director of the Year for details on the presentation of the award. The Chairperson(s) will assist with the presentation of certificates and flowers to each nominee and assist in keeping the special guests hidden until the announcement.
7. The GHCA staff will make a certificate for each nominee, order a single rose for each nominee, and order a bouquet of roses for the winner. The GHCA staff member will call the facility and inform the Administrator that His/Her Activity Director won and invite them and the winner's family members to the presentation of the award.

Georgia Society of Nursing Home Activity Directors

Council President

Job Description

Election

Election of council officers shall be the last council meeting of the year prior to the statewide meeting.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least one (1) year.
2. Must have actively participated at the council level for at least six (6) months. (Regularly attended meetings and contributed time and effort.)

Duties

1. The council president shall be the presiding officer of the council.
2. The council president shall serve as Ex-Officio (non voting) member of all committees and shall vote only to break a tie.
3. The council president shall have the authority to fill the unexpired term of a vacated council office with a qualified member of GSNHAD.
4. Nomination of council officers: In the event of any office where a single name has been put in nomination, the President may dispense with formal election procedure and may ask that the person be elected by acclamation. (President is not obligated or mandated to do so; however, it is an available option)
5. The council president shall have the power to appoint chairperson(s) and members to any standing or AD HOC Committees on the council level as he/she deems necessary or appropriate with regard to suggestions from the council membership.
6. The council president, appoints the Education Chairperson, the Constitution and By-Laws Committee Chairperson, and the Nominating Chairperson.
7. Delegate duties to council officers, chairpersons and members.
8. Plans agenda for each council meeting.
9. Provide leadership and direction to council officers and council members.
10. Be available for other jobs when needed.
11. Prepares an annual report to be presented to the general membership at the yearly meeting which is due in GHCA office by September 1 of each year.

12. Participates in board meetings prior to and during Annual Meeting to conduct business and make decisions as needed.
13. Requests reports from the council officers and the council committee chairmen to be presented to the general membership at the yearly meeting which is due in GHCA office by September 1 of each year.
14. Represents our organization's goals and objectives in a public relations capacity on a council wide basis, as needed.
15. Represents the organization at any function to promote recognition of our organization and the other organizations sponsored by GHCA.
16. Has a working knowledge of the organization's Constitution and By-Laws and works with the official parliamentarian (past president), if a dispute arises.
17. Communicates with members of the organization on a council or individual basis, as necessary.
18. Requests the secretary to prepare and distribute and/or read the minutes from the prior meeting and then asking for corrections to or approval of the minutes.
19. Requests an oral report from each of the committee chairpersons present.
20. Brings all unfinished business before the council membership and sees that it is resolved.
21. Informs the council of any new business and asks the membership if they have any new business.
22. Attends all GSNHAD state board meetings, if possible. If not possible, then must send someone to represent this position.
23. State President may designate council presidents as state committee chairpersons.

Georgia Society of Nursing Home Activity Directors
Council Vice President
Job Description

Election

Election of council officers shall be annually 60 days prior to the statewide meeting.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least one (1) year.
2. Must have actively participated at the council level for at least six (6) months. (Regularly attended meetings and contributed time and effort.)

Duties

1. In the event of the council president's absence, the council vice president shall serve as an Ex-Officio (non-voting) member of all committees, except the Nominating Committee.
2. The council vice president may perform the duties of the council president in his/her absence.
3. Participates in the function & performance of the Annual Meeting Committee. Renders to the council a report after each meeting and is available for any committee meeting where advice or consultation may be requested. Works closely with Annual Meeting Chair and Host Council for the Annual Meeting.
4. Reads and has a working knowledge of the GSNHAD Constitution & By-Laws and is available at any time to answer questions or settle differences of opinion on constitutional matters.
5. Keeps the president informed of any business conducted during his/her absence.
6. Receives from Education Committee Names, Topics, Addresses, Phone Numbers, and council member's comments of persons who have spoken on the council level throughout the year. These names must be compiled in a notebook and kept on record as a speaker's bureau for upcoming conventions and other educational opportunities.

Georgia Society of Nursing Home Activity Directors
Council Secretary
Job Description

Election

Election of council officers shall be annually 60 days prior to the statewide meeting.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least one (1) year.
2. Must have actively participated at the council level for at least six (6) months. (Regularly attended meetings and contributed time and effort.)

Duties

1. The secretary shall be responsible for preparing and keeping the minutes of council meetings. (In typed form and to be distributed at each meeting)
2. He/She shall serve on the State Membership Services Committee and shall carry out correspondence for the council.
3. Reserve date and location for council meetings as decided upon by the council.
4. Send memo to GHCA Affiliate Director approximately one month prior to each council meeting.
5. Maintain accurate records of all council discussion and action during council meeting. Review this at the subsequent meeting for correction and approval.
6. Maintain accurate attendance records of all council meetings.
7. Maintain accurate records of all council officers.
8. Receive and reply to all correspondence as directed by the council.
9. Submit copies of minutes of each quarterly council meeting to the State Secretary.
10. Reads and has a reasonable knowledge of the GSNHAD constitution & by-laws.
11. Prepares a written report of all meetings and outside activities attended during the year to be included in the yearly meeting packet by September 1 of each year.
12. Records GSNHAD state board approval of associate members. (This information will be obtained from the council president which he/she is responsible for remembering from the state board meetings) Maintains records of Associate Members for your Council.

13. Works closely with the State Secretary at the Annual Meeting at the registration and use information obtained to contact new or inactive council members to encourage council participation.
14. It is the responsibility of the council secretary to get the necessary materials and records to the council meeting in the event of their absence.

Georgia Society of Nursing Home Activity Directors
Council Treasurer
Job Description

Election

Election of council officers shall be annually 60 days prior to the statewide meeting.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least one (1) year.
2. Must have actively held office at the council level for at least six (6) months.

Duties

1. The treasurer shall be responsible for receiving and dispersing funds and for keeping accurate financial records.
2. The treasurer shall give a financial report at each council meeting.
3. The treasurer is the chairperson of the council's Budget and Finance Committee unless another is appointed by the president.
4. Establish a checking account in the council's name with two additional signatures.
5. Pay all bills the council has or might have with council approval
6. Send receipts to people that mail you their dues.
7. Reconcile bank statement and check book.
8. Attends all council budget meetings during the year.
9. Assist with selling items at the Annual Convention. (Organizes volunteers from the council to cover at least one shift at the sale table. The State Treasurer will inform the council when it is their turn to be at the table.
10. Submit records to state treasurer for audit.
11. Maintains inventory and written accounting of money received for sold items. Submits this to the state Treasurer for audit.

Georgia Society of Nursing Home Activity Directors
Nominating Chairperson
Job Description

Appointment

1. Appointed by the newly elected council president.
2. Term is for one year, beginning with the election of officers, and will not exceed two years consecutive.

Qualifications

Must have the ability to work well with the council president and the state chairman of nominating committee.

Duties

Responsible for council elections and assisting at the Annual Meeting with the election of state officers.

Georgia Society of Nursing Home Activity Directors
Council Education Officer
Job Description

Appointment

Council President and Council Members select this officer.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

1. Must be actively employed with a GHCA member facility for at least one (1) year.
2. Must attend regular council meetings.
3. Must work well with Council President and Council Members.

Duties

1. The Education Officer shall work to set Agendas within the Council to develop educational programs to advance and enhance the role of the Activity Director providing services in GHCA facilities.
2. Maintain communication with Council President.
3. During Council Meetings, prepare written receipts for education credit hours.
4. Collect education credit hours from Council Members and submit information to State Education Chairperson approximately one (1) month prior to Annual Statewide Meeting. This is to allow needed time to prepare certificates.

Georgia Society of Nursing Home Activity Directors
Council Public Relations Chairperson
Job Description

Appointment

Council President and Council Members select this person.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

The person must have the ability to work well with the Council President and other officers.

Duties

3. Work with the Council President and Council Members to have their articles ready for the Progress Notes each quarter. This is to be sent to the Georgia Health Care Association.
4. To help promote the attendance at the Council Meetings and to work to provide good public relations in the area.
5. To keep scrapbooks or other projects as designated by the Council.

Georgia Society of Nursing Home Activity Directors
Council Constitution & Bylaws Chairperson
Job Description

Appointment

Council President and Council Members select this person.

Term

Term of office is for one (1) year beginning with the annual statewide meeting and not to exceed two (2) consecutive terms.

Qualifications

The person must have the ability to work well with the GSNHAD State Constitution & Bylaws Chairperson.

Duties

1. The Constitution & Bylaws Committee shall be responsible for reviewing the existing constitution and recommending changes for the membership.
2. The Constitution & Bylaws Committee shall meet at the new Board Orientation after the Annual Statewide Meeting and as deemed necessary by the State Constitution & Bylaws Chairperson and/or the State President.