

## DUTIES OF THE PRESIDENTIAL ROLES IN EACH: INTERNATIONAL ASSOCIATION FOR COMMUNICATION IN HEALTHCARE

The President-Elect, President and Past President share many of the tasks and responsibilities of the presidency between them as a way of increasing impact and sharing workload across all three roles. Important decisions are developed and discussed between all three. At the same time it is acknowledged that the President assumes responsibility for leading the organisation overall, reflected in a larger share of the work and responsibility during their two-year presidential appointment.

Travel & accommodation costs associated with these presidential roles are fully funded by the Association.

The President-Elect is a 2 year mandate and the elected person will serve as President for the following 2 years and then become Past-President for another 2 years thereafter. It is important to note that whilst the 2 year role of Presidency is a very intense and busy period, the work load of President-Elect and Past President is much less demanding as they perform more of a supportive role to the President. The document below describes the duties of the three Presidential roles in EACH.

### Duties of the President Elect

The President-Elect takes responsibility for the following core duties:

- 1. Strategic plan**
  - a. Has an active role in all discussions and decisions about the strategic plan
- 2. Attends Executive committee zoom meeting every 4 to 6 weeks**
  - a. Gives feedback and input for the agenda created by the president
  - b. attends meeting
  - c. reads minutes
- 3. AGM every year**
  - a. Gives feedback on the agenda and PowerPoint created by the president
- 4. PEC - Oversees process for monthly advertisement and two monthly 2 PEC pages**
- 5. Election of National Representatives, Treasurer and President-Elect every 2 years**
  - a. negotiates process with executive and SAS
  - b. reformulates letters, criteria and job descriptions
  - c. Appoints, chairs and follows through on process with nomination committee
- 6. Finances – attend quarterly finance meetings**
- 7. Answers relevant email correspondence**

In addition the President-Elect assists the President with tasks listed below (when necessary).

### Duties of the President

- 1. Strategic plan:**
  - a. takes the lead in the development and progress of strategic plans and shares with executive and SAS
  - b. ensures timely updates
- 2. Executive committee zoom meeting every 4 to 6 weeks**
  - c. creates the agenda
  - d. chairs meeting
  - e. corrects minutes

- f. shares with executive for last check
- g. follows-through agreed plans
- 3. AGM every year**
  - a. discusses venue and timings with SAS
  - b. creates the agenda and PowerPoint
  - c. chairs meeting
  - d. corrects minutes
- 4. International Representation of EACH**
  - a. Represents EACH at National and International conferences
  - b. Fosters relationships with other likeminded organisations, e.g. WONCA and AMEE, to widen the impact of EACH
- 5. Electronic newsletter**
  - a. Oversees the production of electronic newsletter (the President has control over how regularly this is scheduled. It needs to be at least quarterly, but can be more regular if desired)
- 6. PEC**
  - a. Discusses the link between EACH and PEC with the editor at least once a year
  - b. Writes one piece to go in the EACH section of PEC annually
- 7. International Conference on Communication in Healthcare (ICCH) hosted by EACH every 2 years**
  - a. initiates process for hosting conference 4 years ahead with SAS
    - i. initiates bids with SAS
    - ii. negotiates conference fee with SAS
  - b. organising ICCH conference 2 years ahead
    - iii. appointment of chair of the planning committee
    - iv. may serve as member of planning committee (*one Presidential role to serve on the PC*)
      - a) monthly online meetings
- 8. EACH Forum every 2 years**
  - a. negotiates conference venue and finances with SAS
  - b. oversees selection and appointment of chair of the planning committee
- 9. Email correspondence with members of the Executive Committee**
- 10. Finances**
  - a. keeps an overview of finances with Treasurer and SAS
  - b. attends quarterly finance meetings
  - c. review of annual financial audit
  - d. reviews SAS administration fee annually
  - e. negotiates with Elsevier re PEC
- 11. Has monthly zoom meetings with President of ACH**
- 12. Responds to email correspondence in a timely manner**

## Duties of the Past President

The Past President helps the President with the tasks listed above when requested and takes responsibility for the below core duties:

- 1. Strategic planning**
  - a. Has an active role in all discussions and decisions about strategic plans
- 2. Attends Executive committee zoom meeting every 4 to 6 weeks**
  - b. Gives feedback and input for the agenda created by the president
  - c. attends meeting
  - d. reads minutes
- 3. Advisory committee meetings**

- a. Gives feedback to the plans of AC chair and president for the planning of the advisory committee meeting every 6 months
- 4. AGM every year**
  - a. Gives feedback on the agenda and PowerPoint created by the president
- 5. Sits on the planning committee for the ICCH conference hosted by ACH**
- 6. Answers questions about mutual links with other organisations**, considering website advertisements and promotions concerning other organisations' conferences et cetera