

## **Job description for the post of President-Elect of EACH: International Association for Communication in Healthcare**

This is a non-remunerated position on the Executive Committee of EACH. The post-holder is President-Elect for two years, President for two years and Past-President for two years.

### **Presidents of EACH**

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. The President is required to act as the legal representative of EACH, and must be prepared to share personal identifying details (including name, date of birth, home address, passport details) with external organisations (e.g. with the banks that EACH has accounts with, His Majesty's Revenue and Customs in the UK, tax authorities in other countries where EACH holds events, as well as other financial companies that Association and Events Management engages to provide specific services, such as tax registration).

At the same time, the President-Elect, President and Past President share many of the tasks and responsibilities of the presidency, and work collaboratively to share workload and increase impact. The President-Elect and Past President support the President in strategic planning, decision making and development of initiatives, to enhance the Association's ability to achieve its aims.

Each of the roles is undertaken for a two-year term: initially as President-Elect, then as President, then as Past President, thus requiring a six year commitment to this role in the Association. It is important to note that whilst the two years as President are busy and intense, the workload of President-Elect and Past President is much less demanding. The duties of the three Presidential roles are given below.

#### **Duties of the President**

1. Strategic plan
  - a. Takes the lead in developing and progressing strategic plans.
  - b. Shares plans with the Executive and Association Management.
2. Executive Committee meetings  
Remote monthly online meetings attended in alternate months by the 3 Presidents and the full Executive.
  - a. Creates the agenda.
  - b. Chairs the meeting.
  - c. Corrects minutes.
  - d. Follows through agreed plans.
3. Advisory Committee meetings
  - a. Liaises with Advisory Committee Chair regarding Executive items to be included in the annual face-to-face Advisory Committee meeting, and attends this meeting.
  - b. Attends other Advisory Committee meetings (remote online or face-to-face, as appropriate) when requested by the Advisory Committee Chair.
4. Annual General Meeting (AGM)
  - a. Discusses venue and timings with Association Management (the AGM may be held remotely online or face-to-face, as appropriate).
  - b. Creates the agenda and finalises the PowerPoint slides, liaising with Executive colleagues to solicit content for their sections.
  - c. Chairs the meeting.

- d. Corrects minutes.
- 5. Finances
  - a. Maintains an overview of finances with the Treasurer and Association management.
  - b. Works with the Executive to maintain EACH's finances in good health, through identifying priorities for income generation, spending, and reduction in spending.
  - c. Chairs the quarterly finance meetings (usually remotely online).
  - d. Reviews the annual financial audit.
  - e. Reviews the Association Management administration fee annually.
  - f. Oversees the drafting and submission of the charity annual return, which is legally required by the UK Charity Commission. This includes the Trustee Annual Report and the externally audited accounts.
- 6. Elections
  - a. Provides oversight of elections in collaboration with Association management.
  - b. Oversees the election of National and Deputy National Representatives, and the Chair and Co-chairs of the Advisory Committee, every two years, which is led by the Chair of the Advisory Committee in collaboration with Association Management. Reformulates job descriptions, as necessary.
  - c. Oversees the election of the President-Elect and Treasurer every two years, which is delegated to the extant President-Elect.
- 7. International Conference on Communication in Healthcare (ICCH)
  - a. Initiates the process for hosting the EACH-hosted ICCH with Association and Events Management (usually 20-22 months ahead of the conference). This includes:
    - i. Initiating the process to identify a suitable conference venue.
    - ii. Negotiating the fee with Association and Events Management.
  - b. Oversees the organisation of the EACH-hosted ICCH conference. This includes:
    - i. Appointing the Chair of the Planning Committee, and appointing Planning Committee members in collaboration with the Chair.
    - ii. Appointing one Presidential role to sit on the Planning Committee (usually the President-Elect).
- 8. Liaison with Sub-committees
  - a. Keeps in regular contact as needed with the Chairs of the three Sub-committees: pEACH, rEACH and tEACH.
  - b. Sits on one Sub-committee as Presidential liaison. (Each Presidential role will sit on one Sub-committee, one President per Sub-committee. Which Presidential role sits on which Sub-committee is decided among the Presidents.)
- 9. Electronic newsletter
  - a. Curates the content for the monthly electronic members' newsletter for and adds a Presidential message, in collaboration with Association Management.
- 10. PEC Patient Education and Counseling
  - a. Fosters an effective working relationship with PEC as the Association's official affiliated journal.
- 11. Liaison with ACH Academy of Communication in Healthcare

- a. Has regular (e.g. monthly) remote online meetings with the President of ACH in order to keep each other abreast about matters relevant to both organisations.
12. International representation of EACH
- a. Represents EACH at the International Conference for Communication in Healthcare (ICCH).
  - b. Represents EACH at other national and international conferences as appropriate.
  - c. Fosters relationships with other like-minded organisations to widen the impact of EACH.
13. EACH Forum or other international EACH-hosted events
- EACH sometimes hosts international events in the 'off-year' between EACH-hosted ICCH, to provide a focal point for the EACH community to share their work and network. For example, the EACH Forum is an EACH-hosted event focusing on longer workshops for research, teaching, and policy and practice, which has run on several occasions,.
- a. Initiates discussion about feasibility and format of the event.
  - b. If it is deemed feasible to run the event, both financially and practically, negotiates venue and budget with Association and Events Management.
  - c. Oversees selection and appointment of Chair of the Planning Committee and Planning Committee members.

### Duties of the President-Elect

The President-Elect helps the President with all tasks listed above and takes responsibility for the core duties listed below:

1. Strategic plan
  - a. Has an active role in all discussions and decisions about the strategic plan.
2. Executive committee meetings
  - b. Gives feedback and input for the agenda created by the President.
  - c. Attends the monthly remote online meetings.
  - d. Reads minutes and provides feedback on corrections to President.
  - e. Follows through on actions as needed.
3. Advisory Committee meetings
  - a. Attends Advisory Committee meetings when requested by the Advisory Committee Chair.
4. Annual General Meeting
  - a. Gives feedback on the agenda and PowerPoint created by the President.
  - b. Attends the Annual General Meeting and reports on items as requested.
5. Finances
  - a. Collaborates with the President and Executive to maintain the Association finances in good health, through identifying priorities for income generation, spending, and reduction in spending.
  - b. Attends quarterly finance meetings.
  - c. Reviews annual financial audit.
6. Charity annual return
  - a. Contributes as needed to the annual return, which is legally required by the UK Charity Commission.

## 7. Elections

Provides oversight of the election of the Treasurer and President-Elect every 2 years. The President elect will:

- Appoint a Nomination Committee to review applications and interview candidates.
- Convene the Nomination Committee in order to select candidates to present to the Executive, and
- Present the selected candidates to the membership for the election vote at the Annual General Meeting.

## 8. International Conference on Communication in Healthcare (ICCH)

- a. One Presidential role is a member of the EACH-hosted ICCH Planning Committee, to be decided among the Presidents; this is usually the President-Elect.

## 9. Liaison with Sub-committees

- a. Sits on one Sub-committee as Presidential liaison. The assignment of subcommittee appointments is decided among the Presidents.)

## 10. PEC Patient Education and Counseling

- a. Solicits and curates EACH Association pages (approximately once every 2 months) submitted to PEC.

## Duties of the Past President

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

### 1. Strategic plan

- a. Has an active role in all discussions and decisions about the strategic plan.

### 2. Executive committee meetings

- a. Gives feedback and input for the agenda created by the President.
- b. Attends the monthly remote online meetings.
- c. Reads minutes and provides feedback on corrections to President.
- d. Follows through on actions as needed.

### 3. Advisory Committee meetings

- a. Attends Advisory Committee meetings when requested by the Advisory Committee Chair.

### 4. Annual General Meeting

- a. Gives feedback on the agenda and contributes to the PowerPoint slides.
- b. Attends the Annual General Meeting and reports on items as requested.

### 5. Finances

- a. Collaborates with the President and Executive to maintain the Association finances in good health, through identifying priorities for income generation, spending, and reduction in spending.
- b. Attends quarterly finance meetings.
- c. Reviews annual financial audit.

### 6. Charity annual return

- a. Contributes to the annual return, which is legally required by the UK Charity Commission.

### 7. International Conference on Communication in Healthcare (ICCH)

- a. Sits on the Planning Committee for the ACH-hosted ICCH.

8. Liaison with the Sub-committees
  - a. Sits on one Sub-committee as Presidential liaison. (Which Presidential role sits on which Sub-committee is decided among the Presidents.)
9. Liaison with external organisations
  - a. Responds to queries and initiates contact with organisations with interests in common with EACH about potential collaborations, organisational affiliation, advertising events etc.
10. Oversees the Special Interest Groups
  - a. Supports new and existing Special Interest Groups and oversees their reporting to Executive.

The Presidential team is supported by a part-time Association Manager.