



# OCTOBER UPDATE

## Mock Trail Postponed Due to Health Issues

The Education Committee will continue to try to make arrangements for this educational session in 2010.

## Nominations Needed for 2010 Board Positions

*Time Commitment about 3-4 hours/month*

The following positions need to be filled. Please nominate a friend or yourself.  
[See Descriptions of Position Responsibilities on page following this Update](#)

President-Elect  
Secretary  
Education Council Chair  
Member at Large for North

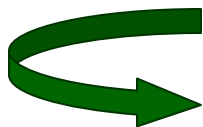
Contact the board President, Rose Igeleke at [RIgeleke@hcupnv.com](mailto:RIgeleke@hcupnv.com) to discuss or nominate someone

## Thanks for your participation in the Annual Satisfaction Survey Results will be presented at the Annual Membership Meeting

### Annual Membership Meeting

November 4th, 4:00- 6:00 p.m.

Join us for our Annual Membership Meeting. Videoconferencing will occur between Las Vegas and Reno. Plan to call-in if you are not able to attend either LV or Reno sites. Appetizers and networking too. **RSVP: [mjordan@washoecounty.us](mailto:mjordan@washoecounty.us)** So we can plan for food and prizes.



**PLEASE NOTE RENO LOCATION CHANGE!**

Reno – **UNR Redfield Campus**, 18600 Wedge Pkwy, Rm. 223  
Las Vegas – HealthInsight Office – 6830 W. Oquendo Rd.

### **NVAHQ Board Contact Information**

- Rose Igeleke [president@nvahq.org](mailto:president@nvahq.org)
- Debra Aschenbrenner [prezelect@nvahq.org](mailto:prezelect@nvahq.org)
- Lisa D'Asunta [treasurer@nvahq.org](mailto:treasurer@nvahq.org)
- Christine O'Farrell [nmal@nvahq.org](mailto:nmal@nvahq.org) (Northern Member-at-Large)
- Valerie Rosalin [smal@nvahq.org](mailto:smal@nvahq.org) (Southern Member-at-Large)
- Secretary: Vacant
- Charlene Casaquit [members@nvahq.org](mailto:members@nvahq.org)  
Membership Co-Chair
- Margot Jordan [message@nvahq.org](mailto:message@nvahq.org)  
Communication Co-Chair
- Donna Thorson [educate@NVAHQ.org](mailto:educate@NVAHQ.org)  
Education Council Chair

**Modified from NvAHQ Bylaws**  
**Board Member Responsibilities 10/09**

The DUTIES of the officers shall be as follows:

A. The President

- Presides at all general meetings of NvAHQ and the NvAHQ Board
- Serves as a representative to the NAHQ Leadership Council.
- Assures that the directions and actions of the Board are carried out.
- Provides an association status report, including actions of the NAHQ Leadership Council, during the annual business meeting.
- Is an ex-officio member (non-voting), but not chair, of all standing councils.
- Appoints chairs of councils, subject to Board approval.
- Performs such other duties as are described elsewhere in the Bylaws and that are usual to this office.
- Serves as the 1<sup>st</sup> NvAHQ delegate to the NAHQ Leadership Council. (See Article XI).
- In the event of a vacancy in the secretary, treasurer, or members-at-large positions, the president, shall appoint a successor, subject to the approval of the Board, to complete the term of office. (In the event of a vacancy in the president-elect position, the Board will call a special election. Special elections will be consistent with Article XII.)

B. The President-elect performs the duties of the president in the event of the president's absence.

- Performs duties as assigned by the president.
- Prepares for the duties of the office of president.
- Serves out the unexpired term prior to beginning their own elected term, in the event the president cannot fulfill his/her term of office.
- Is responsible for maintaining current NvAHQ bylaws and presenting revisions to the membership for approval.
- Will serve as a liaison to the Nominating Committee
- Is an ex-officio member, but not chair, of the Membership and Communication Council.
- Is responsible for submitting a complete list of NvAHQ members to NAHQ in the time frame assigned by NAHQ.
- Serves as the organization's 2<sup>nd</sup> NvAHQ delegate to the NAHQ Leadership Council. (See Article XI).

C. The Immediate Past-President serves on the Board as advisor, mentor, and historian.

- Assists in the evaluation and improvement of the organization's leadership
- Assists in the assessment of organizational performance in achieving strategic goals.

D. The Secretary is responsible for issuing notices of all meetings of the Board and sees that minutes of such meetings are kept.

- Is responsible for the custody of all NvAHQ records and files, and performs such other duties as are usual to this office.
- Archives one copy of each education program (agenda and handouts) sponsored by NvAHQ as a permanent record and resource for members.

E. The treasurer is responsible for the acceptance and custody of all monies belonging to NvAHQ and for the disbursement thereof as authorized by the Board.

- Ensures that accurate records are kept of monies received and paid out.

- Executes contracts and other instruments authorized by the Board.
  - Provides financial statements and reports at each Board meeting and annually to the membership.
  - Other duties as are usual to the office.
  - Submits year-end documentation to the secretary.
- F. The Members-at-Large (North and South) represent the NvAHQ general membership as members of the Board.
- Seek the ideas and opinions of the general membership through an annual needs assessment and report the results to the Board.
  - Communicate specific needs and concerns of the NvAHQ general membership by serving as voting members, but not chair, of the Standing Councils and will coordinate council responsibilities to ensure adequate representation of statewide membership.