



Los Angeles Association of Health Underwriters BOARD CHAIR POSITION DESCRIPTION

LAAHU MISSION STATEMENT: The Los Angeles Association of Health Underwriters (LAAHU) is a premier organization for health insurance agents, brokers, consultants, and benefits professionals. Your local chapter of the National Association of Health Underwriters (NAHU) is the country's preeminent benefits professional association.

Board Position: *MEMBERSHIP CHAIR*

The primary goal of the Membership Chair is to increase chapter membership. The primary responsibilities of the Membership Chair are:

- Attend the monthly CAHU Membership meetings (primarily conference calls) and report back to the local chapter on state/national contests, implement membership recruitment ideas, etc. and implement and follow the “best practices” of the Membership Guide.
- Promote the value of membership to prospective members
- Increase and retain membership
- Maintain and update membership roster
- Monthly report to board of total number of members to include full and associate memberships
- Form Membership committee with Membership Retention Chair
- Collect a “guest/prospect” list from meetings and invite prospects to join
- Contact carriers for membership or partnership drives
- Maintain/Update Membership Brochure
- Conduct periodic New Member orientations
- Promote new member recruiting events/activities throughout the year

Board Position: *MEMBERSHIP RETENTION CHAIR*

The primary responsibility of Membership Retention Chair is to retain existing membership. The primary responsibilities of Membership Retention Chair are:

- Attend the monthly CAHU Membership meetings (primarily conference calls) and report back to local chapter on state/national contests, implement membership retention ideas, etc. and implement and follow the “best practices” of the Membership Guide.
- Promote the value of membership to existing members
- Increase and retain membership
- Form Membership committee with New Membership Chair
- Work with the LAAHU board to contact and retain lapsed members

Board Position: *AWARDS CHAIR*

The primary goal of the Awards Chair is to help the local chapter achieve state and national awards recognition. The primary responsibilities of the Awards Chair are:

- Coordinate with Board to determine awards goals
- Provide outline to board members of items need to obtain awards goal
- Maintain and report on the status of those goals
- Compile items needed to submit for awards
- Preparing the presentation for submission
- Develop Awards committee and implement and follow the “best practices” of the Awards Guide



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Board Position: *PAC CHAIR*

The primary goal of the PAC Chair is to raise funds for the PAC. The primary Responsibilities of the PAC chair are:

- Raise funds for the Political Action Committee
- Participate in CAHU PAC committee meetings set forth by CAHU
- Works with CAHU PAC to identify candidates to give funds
- Encourage donations to the PAC by local LAAHU members
- Implement and follow the best practices of the PAC Guide
- Promote PAC at local chapter events

Board Position: *TREASURER*

The primary goal of Treasurer is to oversee the financial health of the chapter. The primary responsibilities of Treasurer are:

- The VP of Finance shall be known as the Treasurer and the Chief Financial Officer of The Association and work with our Executive Director to oversee that the financial records are properly maintained.
- Work with the Executive Board to create a balanced budget
- Receive and deposit funds as provided by the bylaws of the Association
- Approve all budget requests and authorize the disbursement of funds
- Maintain records of membership dues received by NAHU
- Make a detailed documentation to include disbursed funds to The Association monthly board meetings, annual meeting and any other time requested by the President
- Oversee the preparation and file the necessary tax information returns as required by State and Federal laws to maintain the tax-exempt status of The Association and to maintain required records
- Other duties as assigned by the President and the Board of Directors

Board Position: *LEGISLATIVE CHAIR*

The Primary goal of the Legislative Chair is to keep the general membership informed of current State and Federal legislation pertaining to health underwriters and their clients. The Legislation Chair shall:

- Responsible for Adopt-a legislator Program
- Support CAHU legislation events
- Support NAHU legislation events
- Develop a legislation committee
- Participate in legislative committee meetings set forth by CAHU

Board Position: *PROFESSIONAL DEVELOPMENT CHAIR*

The Primary goal of the Professional Development Chair is to oversee the Member Educational Programs for the Chapter. The Professional Development Chair shall:

- Develop a committee for educational programs throughout the year
- Provide CE Credits to The Association during the year
- Responsible to oversee and coordinate monthly membership meetings
- Secure and obtain monthly meeting sponsors



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Board Position: **COMMUNICATIONS CHAIR**

The primary responsibilities of the Communications Chair are to:

- Produce and distribute newsletters as set forth in annual planning meeting
- Ensure chapter information is communicated on a regular basis to all chapter members
- Work with other committees as needed to produce a bi-monthly newsletter
- Communicate LAAHU information with state, regional and national offices as needed
- Coordinate with Directors of Finance or Executive Director to bill and collect all advertising revenue
- Oversee LAAHU website maintenance
- Oversee content of distributed communication regarding LAAHU
- Participate in Communication committee meetings established by CAHU

Board Position: **MEDIA RELATIONS CHAIR**

The primary responsibilities of the Media Chair are to:

- Establish contacts with all local media and compile a list
- Promote Health Underwriters to general public through media contacts
- All media releases must be approved by a member of the Executive Board
- Forward NAHU releases on national issues to media contacts with a local spin
- Participate in Media committee meetings established by CAHU

Board Position: **COMMUNITY OUTREACH & FOUNDATION CHAIR**

The primary goal is to support the Member Meetings. The primary responsibilities of Community Outreach & Foundation Chair are to:

- Support events and coordinate with professional development
- Helps the public stay informed about the public and private health insurance options available to them.
- Create educational materials for the American public about private health insurance options, whether consumers are buying health insurance coverage on their own, purchasing coverage through the exchange or signing up for a plan through their employer.
- Assists those needing coverage who may be eligible for public programs like Medicare, Medicaid or children's health insurance programs.
- Chair and coordinate chapter "Health Insurance Awareness Day."
- Other duties as assigned by the President and Board of Directors

Board Position: **SECRETARY**

The primary duties of Secretary are to:

- Attend all board meetings and record and distribute the minutes
- Manage other duties as assigned by President
- Report to the association at the annual meeting and at other times as required and submits to the proper officer or committee all communications from the state and national associations.



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Board Position: **VANGUARD CHAIR**

The primary duties of Vanguard Chair are to:

- Attend all board meetings
- Manage other duties as assigned by President
- Lead the movement for change and innovation within the association.
- As a research and development incubator, the council will pilot, test and conceptualize new programming for long term growth, retention and engagement
- Whatever obstacles the chapter is facing, the Vanguard Council is the problem solver

Board Position: **MEDICARE CHAIR**

The primary duties of Medicare Chair are to:

- Attend all board meetings
- Manage other duties as assigned by President
- Support staff and Legislative Committee with valuable insights into real world issues affecting Medicare Beneficiaries and Medicare Producers
- Chair and coordinate the chapter's annual Medicare Summit

Board Position: **DEI CHAIR**

The primary duties of DEI (Diversity, Equity & Inclusion) Chair are to:

- Attend all board meetings.
- Foster a welcoming environment where all people feel valued for their individual contributions
- Raise awareness of any harassment, discriminatory, or bullying behaviors, biased or unbiased, and how to identify and mitigate them
- Develop education programs that align with the diversity, equity and inclusion initiatives
- To provide diversity, equity and inclusion experiences that actively engages us in learning from each other to mitigate unconscious bias, educate on racial injustice, exclude discrimination of all forms, increase equity, and foster inclusion throughout the National Association of Health Underwriters.