

**Introduction**

**To the**

**Alaska Society**

**Of**

**Healthcare Managers and Engineers**

February 2014

**Welcome!**

Congratulations on your election to the ASHME Board of Directors. This booklet will provide you with some information about the organization and its purpose.

**History**

The Alaska Chapter of Healthcare Managers and Engineers was founded at our first annual meeting the fall of 2000 in Anchorage. ASHME is affiliated with the American Society for Healthcare Engineering.

**Purpose**

The purpose of this Society is to promote the education, interchange of ideas, and experiences relevant to the field of healthcare facilities management and operations. The association is nonpolitical, non-sectarian and noncommercial.

**Meetings**

ASHME conducts the annual meeting in Anchorage.

**Membership**

Membership is open to individuals who are active in the field of healthcare engineering and/or management, or individuals active in related fields such as architects, consulting engineers, manufacturers’ representatives, suppliers, etc. Membership dues are reasonable and affordable. Individual memberships and healthcare organization memberships are available.

**Board of Directors**

The Board consists of eight members – five officers and 3 regional representatives. The regional representatives are appointed by the Board President and the other Board members are elected by the membership. Our Bylaws place certain limitations on individuals eligible for the positions of President, President-Elect and Past President. Board members serve for two-year terms and may serve additional two-year terms if re-elected.

**President**

**Eligibility**

Only members who are currently working in a healthcare facility or retired from such work, and are not also representing a healthcare company, are eligible to hold the office of President.

**Responsibilities**

The President shall:

⮚ Act as Chief Executive Officer of the Association, and shall preside at the meetings of the organization. The President shall present a report at the annual meeting, which shall be kept in the permanent files of the Association.

⮚ Fill Board vacancies by appointment from the membership, subject to a vote of the membership at the next regular meeting.

⮚ Recruit for and appoint individuals to the three Regional Representative positions on the Board.

⮚ Establish and appoint members to ad hoc committees.

⮚ Act as Chairman of the Scholarship Committee and appoint the other committee members.

⮚ Conduct the election of Board members.

**President-Elect**

**Eligibility**

Only members who are currently working in a healthcare facility or retired from such work, and are not also representing a healthcare company, are eligible to hold the office of President-Elect.

**Responsibilities**

The President-elect shall:

⮚ In the absence of, or because of incapacity of the President, perform all duties and assume all responsibilities of the President.

⮚ Be responsible for the annual membership drive.

**Immediate Past President**

**Eligibility**

Only members who are currently working in a healthcare facility or retired from such work, and are not also representing a healthcare company, are eligible to hold the office of Past President.

**Responsibilities**

The Immediate Past President will:

⮚ Serve as Education Director and perform such duties as required to offer educational opportunities to the membership.

⮚ Act as the Liaison Officer to the American Society for Healthcare Engineering.

⮚ Act as mentor to new Board members by providing training and advice.

**Treasurer**

**Eligibility**

Any member in good standing is eligible to hold the office of Treasurer.

**Responsibilities**

The Treasurer shall:

⮚ Maintain the financial records of the association and pay all bills authorized by the President.

⮚ Perform duties related to membership (for example, keeping records of membership status, processing paid dues, etc.).

⮚ Recording and processing sponsorship fees.

⮚ Present a financial report to the general membership at the Annual Meeting.

⮚ Ensure compliance with state and federal reporting requirements.

⮚ Ensure compliance with ASHE and ASHME insurance requirements.

**Secretary**

**Eligibility**

Any member in good standing is eligible to hold the office of Secretary.

**Responsibilities**

The Secretary shall:

⮚ Record the proceedings and prepare the minutes of the Association.

⮚ Completing the annual report to ASHE.

⮚ Perform such other duties as may be necessary, to coordinate and advance the Association’s objectives.

**Regional Representative**

There are three Regional Representative positions on the Board. They are appointed by the President and are selected based on geographic areas – Southeast, Southcentral and Northern Alaska.

**Eligibility**

Any member in good standing is eligible to be appointed as a Regional Representative, based on geographic location.

**Responsibilities**

One Regional Representative will be responsible for the Annual Meeting, one will be responsible for scholarship, and the other will be responsible for sponsorship. These duties will be assigned by the President.

**Attach Current Bylaws**