

Governing Council Position Description and Expectations (2017 Vacant Positions for the Special Election)

All Governing Council Members:

- All GC members will attend/participate in at least 8 meetings per calendar year and actively participate in GC listserv.
 - *Meetings typically take place on the 2nd Friday of each month from 12pm - 2pm. The option to participate via phone is available for most meetings, but in-person attendance is preferred when possible. In-person meetings typically take place in the Los Angeles/Long Beach area but actual locations TBD by the 2017 President and Governing Council.*
 - GC members must be current members of SCPHA at the time of elections and throughout their elected term.
 - All GC members will participate in the SCPHA Annual Conference.
 - If appropriate to their field of expertise, GC members are encouraged to actively participate in one or more SCPHA Sections.
 - All members may be asked to represent SCPHA at various conferences, meetings, etc.
-

President Elect

- To serve a three-year term (year one as President Elect, Year two as President, and year three as Immediate Past President)
- If President or Vice President is not in attendance, presides over meetings of SCPHA and Governing Council
- Participate in the SCPHA Annual Conference planning committee.
- Provide guidance and support to SCPHA Professional Development Activities (working with Members-at-Large: Professional Development)
- Attend APHA President Elect Meeting in Washington DC
- Assist the Immediate Past President with Activities of the Membership Committee, participate in and represent SCPHA at membership recruitment activities.
- Schedule annual meetings (in-person when possible) with local Health Department and Schools to explore opportunities for partnership and to promote SCPHA and link new members.

Vice-President

- To serve a one-year term, may be re-elected for additional terms
- Develop SCPHA eNewsletter and distribute to members.
- If President is not in attendance, may preside over meetings of SCPHA and Governing Council.
- Participate, and represent SCPHA, at membership recruitment activities.
- Participate in the SCPHA Annual Conference planning committee.

Treasurer

- To serve a one-year term, may be re-elected for additional terms
- Working with SCPHA Financial Manager, prepare and provide monthly financial report to be presented at GC Meeting
- Assist with the development of an annual budget
- Participate in SCPHA Annual Conference sponsorship activities.
- Identify and solicit sponsorships and funding opportunities for SCPHA (working with the Member-at-large: Resource Development) and assist with completion of sponsorship reports

Members-at-Large: Members-at-Large to serve 2-year terms. All Members at Large will work together with the Member at Large Chair to carry out the tasks detailed below.

➤ **Advocacy/Policy Development (1 of 2 seats vacant) Are you interested in policy and advocacy issues related to public health? Consider running for this vacant position!**

- Identify policy items of interest for members to be shared via listserv, eNewsletter and/or website.
- Provide input on items SCPHA is asked to support.
- Participate in SCPHA Annual Conference
- Keep Governing Council updated local, state, and national policy related issues
- Support membership, professional development, and resource development activities.

➤ **Membership/Section Development (1 of 2 seats vacant) Are you interested planning and coordinating activities to promote membership and retain current members? Consider running for this vacant position!**

- Plan and coordinate activities for current SCPHA Members, to recruit new SCPHA Members, and identify potential member benefits to help retain SCPHA Members.
- Identify items of interest for members to be shared via listserv, eNewsletter and/or website.
- Provide support to Sections to help them participate in member recruitment and retention activities.
- Participate in SCPHA Annual Conference.
- Support policy, professional development, and resource development activities.