# NCPHA WCH Section Officer Descriptions

CHAIR

* Within the WCH Section Executive Committee:
  + Chairs monthly WCH Section Executive Committee meetings.
  + Develops an agenda with input from members and schedules monthly WCH Section Executive Committee meetings.
  + Identifies and oversees the WCH Section exec committee officers.
  + Leads communication among WCH Section members and works with WCH Public Awareness Committee Representative.
  + Works with Awards Committee for WCH Super Hero/WCH All StarAward nominations and whole process of getting award materials and presentation
* Participates in planning efforts for sessions for the NCPHA Fall Education Conference.
* Reviews the GSK Child Health Awards or designates a reviewer.
* Serves on and reports to the NCPHA Governing Council about the WCH Section efforts.
* Attends quarterly Governing Council meetings.
* Serves as contact on Governing Council for items to support and circulates to WCH Section Executive Committee to give support or not give support item before NCPHA to take action.
* Assures by-laws are followed and leads the process for amending if any needed changes are identified

VICE CHAIR

* Provides support to the Chair as needed including leading WCH Section Executive Committee meeting in Chair’s absence.
* Assumes responsibilities of Chair if vacated and until a new Chair is identified.
* Supports membership by welcoming new members and sending orientation email to introduce the committee and the roles of WCH Executive Committee.
* Provides leadership in election of new officers.
* Leads WCH sections awards process.
* Attends monthly WCH Section Executive Committee meetings.

SECRETARY

* Keeps meeting minutes and shares with the team after each WCH Section Executive Committee meeting.
* Schedule’s meetings and send correspondence for meeting dates.
* Sends reminder for upcoming meetings.
* Attends monthly WCH Section Executive Committee meetings.

TREASURER

* All income is collected and disbursed by the treasurer, subject to review and approval of the WCH Section Executive Committee.
* Reports all receipts and disbursements to the executive committee monthly. Keeps all monthly financial reports.
* Communicates with NCPHA Financial Contact monthly regarding financial reports.
* Completes deposit reports, fund request forms, and transfer request forms as needed.
* Attends monthly WCH Section Executive Committee meetings.

\*PUBLIC AWARENESS REPRESENTATIVE FROM WCH SECTION

* Attends monthly NCPHA Public Awareness Committee meetings.
  + Public awareness of the North Carolina Public Health Association is necessary to help the Association enhance the image of public health in North Carolina, to ensure that public health initiatives and legislation information are received and to keep the NCPHA membership and other organizations informed about the activities of NCPHA. To that end, this Committee is responsible for the Spring Educational Conference, [Newsletters](https://urldefense.com/v3/__https:/ncpha.memberclicks.net/newsletters__;!!HYmSToo!IIMv8jL38vtS_QsZVaqgSPOCHvZ4BykSmVketKXRue7Re17fCoPA7iqJUBuwLtuOtBpSz-s$), the Pride in Public Health Ad Hoc Committee, the [Facebook page](https://urldefense.com/v3/__http:/www.facebook.com/ncpha__;!!HYmSToo!IIMv8jL38vtS_QsZVaqgSPOCHvZ4BykSmVketKXRue7Re17fCoPA7iqJUBuwLtuOrB7sdgY$) and the [Webpage](https://urldefense.com/v3/__http:/www.ncpha.com/__;!!HYmSToo!IIMv8jL38vtS_QsZVaqgSPOCHvZ4BykSmVketKXRue7Re17fCoPA7iqJUBuwLtuOM9pXfhU$).
* Develop and distribute the NCPHA WCH newsletter.
* Attends monthly WCH Section Executive Committee meetings.

\*MEMBER AT LARGE (advocacy focus)

* Attend monthly Advocacy Committee Meetings.
* Provide Advocacy updates to WCH Section Executive Committee
* Work with WCH Section Executive Committee to develop list of annual advocacy priorities that support women and children’s health in North Carolina.

Survey general membership to get feedback on top three advocacy priorities

* Attends monthly WCH Section Executive Committee meetings.

\*MEMBER AT LARGE (fall education conference focus)

* Represent WCH Section for planning of Fall Education Conference
* Provides support and leadership for WCH Super Hero/WCH All Star Awards.
* Provides support and leadership with Ann Wolfe Scholarship promotion and recruitment.
* Attends monthly WCH Section Executive Committee meetings.

\*This document is used to supplement the WCH Section Bylaws which can be found at: <https://ncpha.memberclicks.net/women-s-and-childrens-health-section>