

Utah Public Health Association ~ Position Description

Title: Affiliate Representative to APHA Governing Council (ARGC)
Length of Term: Three Years
Bylaw References: Article 4 - Officers , Others
Policy References:

Position Resources:

UPHA Email address: aphaaffiliate@upha.org from <http://zimbra.xmission.com>
APHA Resources: Affiliates Online Community - <http://affiliates.apha.org>

Association Level Responsibilities:

X Officer
X Board of Directors
_ Leader of Management Unit

Related Management Units: Member Services
Related Committees:
Related UPHA Web Sites:

Position Summary:

The Affiliate Representative serves as an Officer of the Association, as a member of the Executive Committee and Board of Directors, and acts as a representative for the association to APHA.

Duties and Responsibilities:

1. Provide Senior Support to the Association for APHA Relationship –

- Assist President in organizational, financial and legal responsibility functions of the Association.
- Represent the Association on the APHA Governing Council and the Committee on Affiliates.
- Assist the UPHA President and UPHA as an Affiliate of APHA in supporting and stimulating the APHA/UPHA relationship and to fulfill APHA obligations.
- Ensure timely exchange of information and action by the Board of Directors on APHA policy, resolutions and affiliate action.
- Assists in Federal and State legislative advocacy, participates in the nominating process of APHA leadership and awards and other duties as determined by the Board of Directors.

2. Provide UPHA to APHA and APHA to UPHA Coordination–

- Join APHA (if not already a member). The ARGCC **must** be an APHA member since they have voting rights in the Governing Council (NOTE: the UPHA/APHA MOU requires that the UPHA president also join APHA).

- Inform APHA on a timely basis of all changes in the UPHA leadership.
- Encourage and promote UPHA leader participation in APHA activities specifically designed for affiliates such as Presidents-Elect Meeting and Affiliate Day at APHA’s annual meeting.
- Stay informed and prepared with the policy direction of UPHA in order to effectively represent UPHA at the APHA Governing Council.
- Assist UPHA president and legislative chair with review of APHA proposed policies, legislative advocacy, and implementation of policies and resolutions adopted by the Governing Council.
- Encourage UPHA participation in the development and submission of grant and project proposals to APHA.
- Urge all UPHA members, especially Suden Assembly members to submit posters for Poster Session at the APHA Annual Meeting.
- Prepare for and attend all APHA Governing Council meetings including the Mid-Year phone meeting and the meetings at APHA Annual Meeting. If unable to attend, the ARGC should find a proxy, fill out and submit proxy paperwork in a timely manner, and ensure that the proxy is prepared for the meetings they will attend.
- Attend Affiliate Day, Affiliate Awards Reception, and Governing Council sessions which occur prior to and during the APHA Annual Meeting.
- Maintain ongoing communication with other ARGCs and the Council of Affiliates Regional Representative.
- Elect Regional Representative (odd numbered regions during odd numbered years, even numbered regions during even numbered years).

3. *Develop Sustainable Resources for the Member Services Functions* –

- Research additional funding sources for UPHA related functions.
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4. *Provide Advocacy Functions related to Association’s Member Services* –

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5. *Provide the following Association Membership Management Functions* –

- Work with UPHA leadership to ensure timely payment of annual APHA dues assessment.
- Process the annual APHA dues assessment billing by
 - obtaining the required UPHA membership data
 - formatting the data into the output document required by APHA
 - reconciling the list of APHA members living in Utah to current UPHA members as required by APHA dues calculations
 - Submitting the dues payment and required forms before the due date deadline.

Board Member Expectations

1. *Commitment of time:*

- Participate in board meetings regularly
- Participate on committees and task forces
- Support special events

- Stay informed on issues, read materials
 - Ask questions and clarification on issues, consequences of actions
2. ***Hold each other and ourselves accountable for the mission, financial viability and effectiveness of the organization.***
 3. ***Develop sustainable resources.***
 - Make a personal financial commitment at the appropriate level
 - Help develop resources in one or more of the following ways:
 - Seek financial resources from individuals, foundations, corporations
 - Suggest people, corporations, provide contacts
 - Network with other organizations who give might support
 - Seek gifts in kind
 4. ***Be an ambassador and advocate.***
 - Contact, write to local media when appropriate.
 - Get acquainted with legislators, policy makers on local, state, national levels.
 5. ***Engage in board self-assessment, project assessment annually.***
 6. ***Support the staff.***
 7. ***Avoid conflict of interest and other unethical behavior and sign the Conflict of Interest form.***
 8. ***Support board decisions, and treat board matters confidentially.***
 9. ***Look for strategic alliances, entrepreneurial ways, collaborations.***
 10. ***Celebrate successes; enjoy the challenge of the task!***