



NCHEA

DISTRICT OFFICER HANDBOOK

REVISION 8/18/2020

INTRODUCTION

Thank you for volunteering to serve as a leader in your District during 2021! District officers are very important members of the NCHEA leadership team and provide the local connection between our State organization and healthcare entities in your District.

While your term of office officially begins in October, we recognize you will begin planning for a District meeting usually held sometime in the October to November time period, perhaps even prior to the first State Board meeting in October. Accordingly this information provides you with guidance and direction about your responsibilities as a District officer.

Healthcare throughout North Carolina exists in many different sizes from small local hospitals to large hospitals with many different facilities as part of their organization. As a District officer your challenge is to arrange meetings that provide relevant education benefiting engineers and providing value across this spectrum.

As a member of the State Board we are counting on you to be an active and important part of NCHEA leadership this year. **Attending and participating in our State Board meetings is expected and your connection with other NCHEA leaders.** Please bring the ideas and concerns of your District members to our Board and Committee meetings as well as engaging any State officer as appropriate to the situation.

District meetings may provide the only opportunity engineers from smaller facilities to obtain the knowledge needed to operate their buildings to provide a healing and safe environment for the patients who depend on us. We suggest encouraging healthcare engineers needing financial assistance for attending State meetings to request support from your District as funds beyond District operational expenses are available.

All four NCHEA Districts include large geographical areas so, where possible, you are encouraged to rotate your District meeting locations to different sections of your District in order to increase the opportunity for engineers to attend meeting(s) relatively more convenient to their facility locations.

While not required, each District is encouraged to have you and others progress through the various District officer positions in a three-year cycle in order to provide leadership continuity. Of course, all active members, whether an existing officer or not, may be nominated and elected to any position if there is a desire of your District members for having that person hold a particular office.

Serving as an NCHEA officer provides you with both an avenue to develop your leadership skills and give something back to this organization that has such a positive impact on healthcare facilities operations and management in North Carolina. Thank you for participating and your important contributions to our success this year!

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DISTRICT CHAIRPERSON

POSITION PURPOSE/OBJECTIVE

Provide leadership and guidance for District activities supporting the NCHEA organizational mission and vision.

RESPONSIBILITIES/DUTIES

- Schedule and conduct District meetings throughout the year. Consult with District Secretary-Treasurer and active associate members who express interest in organizing District activities for guidance and assistance. District meetings programing will provide educational and networking opportunities for full and associate members (Policy #104).
- **SERVE ON AND REGULARLY ATTEND STATE BOARD OF DIRECTORS MEETINGS.**
- Report on District activities and financial information at State Board of Directors Meetings and Annual Business Meeting at Annual Conference.
- Serve on and participate in State Time and Place Committee.
- Conduct election of District nominee for Engineer of the Year award at a District meeting held prior to Spring Seminar (Policy #106).
- Promote and encourage certification process (CHE, SrHE and CHFm) to District full members meeting minimum qualifications.
- Promote and encourage ASHE membership to District members.
- Present information about District nominee for Engineer of the Year award at Spring Seminar board meeting (Policy #106). Work with District Vice Chairperson to prepare information package for District EOY nominee.
- Conduct election of District officers for upcoming year at a District meeting prior to Annual Conference.

SUGGESTED QUALIFICATIONS

- Must have held at least one office at the State or District level.
- Must have been a NCHEA member for at least the immediate prior year.

Policy #117 (District Officer Vacancies) outlines procedures to be followed to replace any District officer who leaves their office during their elected term or becomes ineligible to hold office under NCHEA By-Laws.

DISTRICT VICE-CHAIRPERSON

POSITION PURPOSE/OBJECTIVE

Provide assistance and support to District Chairperson. Promote and champion the value and benefits of NCHEA to organizations throughout the District footprint.

RESPONSIBILITIES/DUTIES

- Assume the responsibilities and duties of District Chairperson in his/her absence or when requested to do so.
- Work with active associate members who express interest in identifying and recruiting potential full and associate members,
- **SERVE ON AND REGULARLY ATTEND STATE BOARD OF DIRECTORS MEETINGS.**
- Serve on and participate in State Nominating and Membership Committees.
- Promote, obtain applications from qualified candidates and present information for selection of District nominee for State Associate Member-Elect (Policy #110). Present District nominee at Annual Conference board meeting.
- Prepare information package for District nominee for Engineer of the Year award with information to be presented at Spring Seminar board meeting (Policy #106).

Policy #117 (District Officer Vacancies) outlines procedures to be followed to replace any District officer who leaves their office during their elected term or becomes ineligible to hold office under NCHEA By-Laws.

DISTRICT SECRETARY-TREASURER

POSITION PURPOSE/OBJECTIVE

Provide administrative and financial support to Districts.

RESPONSIBILITIES/DUTIES

- Notify full healthcare, associate, student and retired members as well as other interested persons about scheduled meetings and programs. Compile attendance reservations roster and collect funds for payment of reservations.
- Provide District financial report at each District meeting consulting with active associate members who express interest in organizing District activities.
- Prepare minutes of each District meeting including attendance, identifying guests and/or prospective new members.
- **SERVE ON AND REGULARLY ATTEND STATE BOARD OF DIRECTORS MEETINGS.**
- Distribute District meeting minutes to State Secretary, President and Correspondence Secretary using the District Meeting Notes Form format with a copy of minutes retained in District records.
- Receive, disburse and account for all District monies.
- Send copies of bank statements showing income and expenditures to State Treasurer quarterly (on or before State Board meetings).
- Send copies of bank interest statements to State Treasurer annually (before February 15th).

Policy #117 (District Officer Vacancies) outlines procedures to be followed to replace any District officer who leaves their office during their elected term or becomes ineligible to hold office under NCHEA By-Laws.

NCHEA DISTRICT CALENDAR

October

State Board of Directors meeting with District reports

October – November

Suggested date for District meetings

January

State Board of Directors meeting with District reports

January – February

Suggested date for District meetings

District nominee for Engineer of the Year award selected

February – March

Applications for State Associate Member-Elect due to be submitted to District Vice-Chairperson (before Spring Seminar)

March

Spring Seminar.

State Board of Directors meeting with District reports

Present District EOY nominees at State Board meeting

(Board votes with announcement at Annual Banquet)

District meeting at Spring Seminar

May – June

Suggested date for District meetings

District nominee for State Associate Board Member-Elect selected

Election of District officers for upcoming year

June

State Board of Directors meeting with District reports

July – August

Annual Conference

State Board of Directors meeting with District reports

Present District nominees for State Associate Member-Elect at State Board Meeting

District meeting at Annual Conference

Annual Banquet with new District Officers announced

Annual Business Meeting with District reports

POLICY #104 – DISTRICT MEETINGS

SUGGESTED ORDER OF MEETINGS
(NCHEA BY-LAWS, SECTION X, PARAGRAPH B)

1. Call to Order – District Chairperson
2. Reading of Minutes (last minute)
3. Treasurer Financial Report
4. District Reports (as applicable)
5. Unfinished Business
6. New Business
7. Announcements
8. Program (as applicable)
9. Adjournment

DISTRICT MEETING NOTES FORM

DISTRICT 1 *(change to your district)*

DATE:	Tuesday, August 28, 2018	LOCATION:	Place location of meeting here	#ATTENDED	
SUBMITTED BY:	Place your name here				
SPONSORS:	If you had any sponsors – place them here				

TOPIC	DISCUSSION	FOLLOW UP
Call to Order	Add details of meeting here – who called to order, time, etc	
Minutes of Last Meeting	Add who read last meeting notes, who approved, etc.	
Approve Financial Report	District Financial Balance – who approved, etc.	
Add any special items you talked about in this column – one or two word explanation	...then describe what was discussed in this column	
District Updates	New Officers, anything pertaining just to your district, etc.	
Board Updates		
Next Meeting		
Adjournment	What time meeting adjourned.	

This Form Is Located on Dropbox Share Drive Under SECRETARY & NCHEA WEBSITE: MEMBERSHIP SECTION

POLICY #106 – ENGINEER OF THE YEAR

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