

HEALTHCARE QUALITY PROFESSIONALS OF NEW JERSEY, INC. (HQPNJ)
Policy & Procedure Manual

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INTRODUCTION

The purpose of this document is to define the policies, procedures, rules and responsibilities which have been established by the Board and approved by the General Membership of the Healthcare Quality Professionals of New Jersey (HQP NJ).

The policies and procedures are consistent with the Association Association by-laws and have been developed to assist the elected, appointed and honorary officials in the consistent operation of the Association's activities.

I. GENERAL POLICIES - ALL HQPNJ MEMBERS

A. Use of HQPNJ membership represents a means of promoting quality and professional growth; the use of such membership for the sole purpose of solicitation of business or for personal financial gain is not permitted.

1. No member shall use the name of the Association in commercial products or endeavors to imply Association endorsement.
2. No member shall receive personal or financial gain as a result of business with the Association. Business agreements are approved by the Board and expenditures are put out for bids.
3. The Association membership list shall not be used for the purpose of solicitation by any non Board approved business.
4. No member shall release the membership list to any individual or group without the authorization of the Board.

B. HQPNJ Representative(s)

1. Individuals elected or appointed to represent the Association shall not make commitments or policy statements for HQPNJ, except as approved by the Board.
2. Board Appointee(s) representing HQPNJ shall prepare and present a report of activities to the Board in a reasonable time frame
3. Expenses shall be reimbursed at rates approved by the Board or shall be billed to the requesting organization.

C. Legal Issues

1. HQPNJ will not be responsible for any legal expenses incurred by individual members.
2. HQPNJ Board members are covered by the Directors and Officers (D&O) Insurance to provide financial protection for Board members in the event they are sued in the performance of their duties as Board officers.

D. Attendance at Board meetings

1. Any member in good standing may attend a Board meeting as posted on the HQPNJ website.
2. Attendance of general members at Board meetings will be without vote.
3. Attendance shall be at the general member's own expense.

4. Any member may submit an agenda item to the Board by notifying the President within 30 days of any scheduled meeting.

E. Attendance at General Assembly Meetings

1. Members in good standing are entitled to attend all general meetings.
2. Members registering for meetings shall pay the member fee which represents a discount.
3. Non-members may attend a meeting at the non-member rate.

F. HQPNJ E-Commerce Policies & Procedures

1. HQPNJ will use e-commerce transactions for program registrations and membership renewals beginning in 2008.
2. E-commerce transactions can be made by members/non members using either a credit card (Visa, Master Card or American Express) or with personal/company checks.
3. Access to e-commerce for program registration and membership renewal will be posted on the HPQNJ website on the "Programs" tab for program registration and on the "To Join" tab for membership renewal.
4. Credit card transactions for HQPNJ e-commerce activities will be acknowledged with a confirmation email. Note that the vendor will appear as "KnowledgeConnex" on the credit card statement. The credit card owner will be advised of this during the payment process and in the confirmation email. The credit card owner has the option to print out a copy of the transaction for his/her own personal records or as an invoice to be submitted for payment.
 - 4.1 \$25 fee will be assessed to the member/non-member for each disputed (typically citing an "unknown vendor") or fraudulent credit card transaction for any HQPNJ e-commerce activity.
5. Invoices can be printed for E-commerce transactions to be paid with a personal/company check.
 - 5.1 For program registrations: check payments are due to KnowledgeConnex by the date posted in the program brochure to be eligible for the discounted rate. Once registration closes, registrants who remain "unpaid" (meaning a check has not been received) will receive an email asking if they want to pay online with a credit card or are given the option to pay the non-member program fee during onsite registration.
 - 5.2 For membership (renewals/new): check payments are due to KnowledgeConnex within 30 days after completing the online membership application. Members whose checks have not been received within 30 days will receive an email notice re: the outstanding payment. Members have the option at that time to pay by credit card or advise the webmaster re: check status. Members whose payments have not been received by October 15th (30 days after the September membership deadline) will be removed from the membership listing.

II. BOARD

A. List of Elected Officers

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Registrar
6. Web Liaison
7. Nominating Committee
8. Regional Representatives

B. GENERAL POLICIES

Activities of the Board shall be in accordance with the Association by-laws.

1. Duties and Responsibilities

- 1.1 Members shall monitor trends and needs in healthcare and professionally related fields and assess the potential implications for the membership.
- 1.2 Members shall formulate objectives and develop action plans to assist the membership according to their area of responsibility within the Association.
- 1.3 Members shall formulate all Association policies and procedures.
- 1.4 Members shall function within the established guidelines of the Association and in the best interests of the membership.
- 1.5 Members who are unable to fulfill the obligations of the office shall notify the President as soon as possible of their resignation.
 - 1.5.1 Board members who do not perform the required functions of elected office may be removed by a two-third majority Board vote. Such action to be taken only after judicious investigation and counseling by the President.
- 1.6 Members who have completed two consecutive terms in a particular office may reapply for that same office after a two-year, one-term hiatus. During that time the Board member may seek nomination for a different Board position, opt to serve as an appointed officer or participate as an active member.

2. Procedures

- 2.1 A copy of all official letters, emails and internal Board correspondence shall be maintained by the Secretary and accessible by Board members.
- 2.2 Board members shall transfer pertinent files and supplies to their successor within 45 days of the Annual meeting in an election year.
- 2.3 Board members shall not permit the use of their names as Association officers in connection with commercial products.

3. Board Meetings

- 3.1 Board meetings shall be held at least four (4) times annually and more frequently as deemed necessary.
- 3.2 Other business may be conducted by phone, fax, website, e-mail or postal service.
- 3.3 Board members are expected to attend all Board meetings.
- 3.4 Board members shall submit at least a verbal report at each meeting.

- 3.5 A two-thirds Board member quorum is required for conducting business.
- 3.6 Agenda items may be submitted to the President ten (10) business days prior to any scheduled meeting.
- 3.7 A closed Board session may be called at the President's discretion.
- 3.8 The Secretary will communicate the agenda and details related to the Board meeting with the Board at least five (5) business days in advance of any scheduled meeting.

4. Committee Interaction

- 4.1 The Board shall provide ongoing direction and support to committees.
- 4.2 Committee chairpersons shall attend Board meetings and submit reports as requested.
- 4.3 The Board shall vote on all committee recommendations.
- 4.4 The President shall provide prompt feedback to the appropriate chairperson.

5. Budget

- 5.1 The Board shall determine the budget format and the required supporting documentation for budget preparation.
- 5.2 The Board shall vote on the proposed annual budget submitted by the Treasurer at the first Board meeting of each fiscal year.
- 5.3 The Board shall receive and review quarterly reports from the Treasurer.
- 5.4 The Board may approve non-budgeted expenses after discussion and approval by a two-thirds majority vote of the Board.
- 5.5 The Treasurer will draft a budget for Board approval by the first Board meeting of each fiscal year.
- 5.6 Financial statements will be reviewed by the treasurer monthly for accuracy and completeness. A report on account balances, any other income statements, a balance sheet and comparisons of actual income and expenses against the current budget will be presented at each Board meeting.
- 5.7 An annual audit is performed by an independent, certified public accountant, approved by the Board. Results will be certified and findings submitted to the Board and the General Membership. Audits shall be completed in compliance with New Jersey state and/or federal requirements.
- 5.8 Annual tax returns will be filed as required by law.
- 5.9 Credit/debit cards will be used by the President, Vice President and Treasurer only and such use is limited to approved, official Association business. A listing of these expenditures shall be maintained by the Treasurer and reported at Board meetings.
- 5.10 Contracts on behalf of the Association must have the authorized approval of the Board and be signed by the President or the Board's authorized designee.

6. Record Retention

Records of HQPNJ will be retained by the Association as listed below. It is the responsibility of all elected and appointed officers to maintain complete records for their tenure, and to turn over those records to their successor.

Record Retention is this based on state retention guidelines.

Category	Type of Report	Retention Time
Accounting		
	Financial Audit Reports	Permanent
	Bank Statements	7 years
	Bank Deposit Slips	3 years
	Cancelled Checks	7 years
	Receipts and Disbursement Reports	7 years
	Annual Financial Statement	Permanent
	Invoices	3 years
	Tax Returns	Permanent
Corporation		
	President's Annual Report	Permanent
	Articles of Incorporation	Permanent
	By-laws	Permanent
	Board Minutes	Permanent
	Committee Meetings	5 years
	Contracts after Expiration	7 years
	General Correspondence	3 years
	Registrar Records	3 years
Committees		
	Minutes	3 years
	Work documents/correspondence	3 years
	Annual reports	Permanent

III. FINANCIAL POLICIES

1. Operating Expenses

- 1.1 The Treasurer has the authority to receive all monies and pay all bills incurred on behalf of HQPNJ with the following limitations:
 - 1.1.1 Bills exceeding the guidelines of the current budget must have Board approval prior to commitment and/or payment.
- 1.2 All requests for reimbursement must be submitted to the Treasurer within 60 days of purchase.
 - 1.2.1 Receipts/bills must accompany all requests.

2. Capital Expenses

- 2.1 Any item costing over \$500 and having a life over one year is considered a capital expense.
- 2.2 Proposed capital purchases must be submitted to the Board for approval prior to purchase.
- 2.3 At least two (2) estimates for capital expenses must be obtained.

3. Travel Expenses

- 3.1 Travel expenses are allowable as follows:

- 3.1.0 Attendance by the President, or designee, at the annual NAHQ conference.
- 3.1.1 Attendance at any function approved by the Board
- 3.2 Receipts for expenses must be submitted to the Treasurer within 60 days of the event.
- 3.3 Unverified expenses may not be reimbursed.
- 3.4 Whenever possible, the most economical and direct route shall be used for travel.
- 3.5 Travel for Board approved business will be reimbursed at the prevailing federal rate per mile plus tolls and parking fees.
- 3.6 Meals will be reimbursed for a total not to exceed \$50.00 per day.
- 3.7 Annual NAHQ meeting expenses will be included in the budget.
- 3.8 HQPNJ will pay the registration fee for the President, or designee, to attend the annual NAHQ meeting if not otherwise provided by NAHQ. HQPNJ will pay the single room and travel expenses for the President to attend the annual NAHQ meeting.

4. Financial Accounts

- 4.1 Association accounts shall be retained in an FDIC insured bank.
- 4.2 Appropriate officer signatures shall be revised every two years. Newly installed officer signatures shall be attached to all accounts within 30 days of assuming office.
- 4.3 Any funds not needed to cover obligations within a given period may be invested in money market mutual funds, federally insured certificates of deposit, obligations of the US government or its agencies, and stock and bond mutual funds. Investments are made in such a way as to minimize risk and maximize return.
- 4.4 The Treasurer has the authority to make specific investment decisions within these guidelines under Board supervision.

5. Registration Fees

- 5.1 Registration fees for all meetings shall be established by the Board.
- 5.2 Registration fees for the three General Meetings and the annual meeting shall be waived for the current Board and past president(s).
- 5.3 Registration fees will not be refunded when requested after the date stated on the program brochure. The registration fee less a \$25 processing fee will be refunded when a registrant submits a written cancellation notice in advance of the program registration deadline.
- 5.4 In the event HQPNJ cancels a program because of weather, the registration fee will be applied to the rescheduled program, a future program or refunded with a written request. All refund requests must be addressed to the Registrar.
- 5.5 The member/non-member will be responsible to pay all bank charges for insufficient funds, check "stop payments", disputed charges or ancillary fees resulting from a failure to meet specified financial obligations. Additionally, there is a HQPNJ processing fee, charged at the prevailing rate, for all checks returned for insufficient funds.
- 5.6 HQPNJ will strictly adhere to the program registration cut-off dates. Registrations submitted after the deadline date will not be eligible for the discounted program rate.

IV. COMMITTEES

A. GENERAL POLICIES

1. Committee members are current members with applicable experience who volunteer their expertise and are appointed by the President and approved by the Board.
2. Responsibilities and Duties
 - 2.1 Committees will meet as necessary as determined by the chairperson and/or the Board
 - 2.2 Members will actively participate in meetings, carry out assignments in a timely manner and promptly notify the chairperson of issues or concerns
 - 2.3 Members will notify the chairperson of their inability to discharge duties
 - 2.4 Committees will keep minutes of meetings and forward them to the Web Liaison for posting on the Association's website for review by the Board and the General Membership.
 - 2.5 Committees will function within the HQPNJ by-laws
3. Qualifications
 - 3.1 Active member of HQPNJ
4. Requirements
 - 4.1 Anticipated time – will vary depending on the committee function/assignment
 - 4.2 Anticipated meetings – as needed
 - 4.3 Anticipated financial commitment – travel to and from meetings, annual dues general assembly and annual meeting fees.

B. EDUCATION COMMITTEE

1. Committee members volunteer their expertise and are appointed by the President and approved by the Board for a two year term.
2. The Committee shall begin service by the first Board meeting after an election.
3. Responsibilities and Duties
 - 3.1 Evaluate the professional and educational needs of the membership
 - 3.2 Plan and collaborate with the Regional Representatives to provide educational programs for each Association meeting.
 - 3.3 Obtain qualified speakers
 - 3.4 Coordinate program details including site arrangements (e.g., audio-visual equipment requests), contractual and financial agreements, and CEU applications through NAHQ in collaboration with the Registrar and Web Liaison as applicable.
 - 3.5 Include member comments in planning future programs.

C. NOMINATING COMMITTEE

1. The committee is elected by the membership every two years.
2. The committee shall begin service by the first Board meeting after an election.
3. The committee shall prepare a slate for the election of officers every two years.

4. Responsibilities and Duties

- 4.1 To secure and select qualified nominees for the ballot based on the requirements for each elected office.
 - 4.1.1 Solicit potential nominees from the membership.
 - 4.1.2 Contact all potential nominees to obtain resumes and other pertinent information.
- 4.2 Conduct a closed door session to select the ballot with only committee members in attendance.
 - 4.2.1 The committee members shall consider the specific discussions related to each potential nominee as confidential.
- 4.3 To present the list of candidates to the Board at the meeting immediately preceding the election, but not less than 30 days before the election.
- 4.4 To notify nominees of the results of the selection process.
- 4.5 To prepare and mail ballots either electronically or by USPS, including biographies, to the entire membership at least 30 days prior to the election.
 - 4.5.1 Include a provision for write-ins for each position.
- 4.6 To collaborate with the Webmaster in tallying ballots prior to the Annual meeting in an election year.
- 4.7 To notify the President and the candidates of the election results.
- 4.8 The chairperson shall report the results of the election to the membership at the Annual meeting.
- 4.9 Convene for Special Elections as directed by the President and the Board.

D. BY-LAWS COMMITTEE

1. The By-laws Committee is appointed by the President and approved by the Board for a two year term and may be reappointed every two years. The membership for this committee will come initially from the Board and extend out to the membership as needed.
2. The committee will begin service by the first Board meeting after an election.
3. Responsibilities and Duties
 - 3.1 Review the HQPNJ By-laws and Policies and Procedures bi-annually to determine their correlation to the actual practice of the Association and alignment with NAHQ By-laws.
 - 3.2 Incorporate recommendations for changes from the Committee or Board members into a draft document for Board review and approval.
 - 3.3 Forward the final, Board-approved documents to the Web Liaison for posting on the Association's website for review by the general membership no later than eight (8) weeks prior to the Annual Meeting.
 - 3.4 Review the general membership vote to ascertain the minimum required 10% response rate and report the vote to the Board no later than four (4) weeks prior to the Annual Meeting.
 - 3.5 If necessary, prepare revisions to the documents for Board approval no later than two (2) weeks prior to the Annual Meeting.
 - 3.6 If changes were made to the documents, present the revisions to the general membership for final vote at the Annual meeting.

E. AD HOC COMMITTEES/TASK FORCES

1. Ad hoc committees/ task forces will be established by the Board as needed.
2. The chairperson will be appointed by the President.
3. Committee members will be appointed by the committee chair as appropriate.
4. Responsibilities and Duties
 - 4.1 Complete the assigned task as defined by the Board.
 - 4.2 Submit a report to update the Board as needed.

V. AFFILIATIONS

A. National Association for Healthcare Quality (NAHQ)

1. HQP NJ will maintain an affiliation with NAHQ for the purpose of providing the membership with expanded educational and networking opportunities, and providing assistance to the Association's leadership when necessary.
2. HQP NJ will maintain its by-laws in accordance with NAHQ by-laws.
3. HQP NJ will provide NAHQ with annual membership data.

B. The New Jersey Hospital Association (NJHA)

1. HQP NJ will maintain an affiliation with NJHA for the purpose of providing the membership with expanded educational opportunities, acting as a resource for state related healthcare issues and legislation and providing a central meeting place for Association activities.
2. HQP NJ will maintain its Association functions in accordance with NJHA requirements.
3. The President/ designee shall serve as a liaison of NJHA as appropriate.

ADDENDA

A. Elected Board Member Job Descriptions

PRESIDENT

1. The President is elected to a two year term and may be re-elected to to serve a second term.
2. The President shall assume the duties of office at the close of the the annual meeting in an election year.
3. In the event the President cannot complete a term of office, the Vice President shall assume all duties for the remainder of the term.
4. Responsibilities and Duties
 - 4.1 The President shall supervise all activities of the Association.
 - 4.2 In order to function effectively, the President must:
 - 4.2.1 Be familiar with, and assure adherence to, the HQPNJ by-laws, policies and procedures.
 - 4.2.2 Maintain order at all meetings.
 - 4.2.3 Promote membership participation in Association activities.
 - 4.2.4 Mentor officers and committee chairpersons.
 - 4.2.5 Promote organizational and membership growth.
 - 4.2.6 Promote good public relations.
 - 4.2.7 Maintain a positive liaison with other health related organizations and affiliated organizations to work toward mutual goals.
 - 4.2.8 Maintain requirements of NAHQ affiliation.
 - 4.2.9 Maintain knowledge of state and national activities and regulations affecting the members and communicate pertinent information to the members.
 - 4.3 Liaison Activities
 - 4.3.1 Maintain liaison activities with the New Jersey Hospital Association through attendance at Allied Organization meetings, verbal and written communications.
 - 4.3.2 Maintain liaison activities through:
 - 4.4.2.1 Membership in NAHQ
 - 4.4.2.2 Attendance at the annual NAHQ meeting.
 - 4.4.2.3 Participation in the President's Council meeting(s).
 - 4.4.2.4 Annual submission of Association membership list to NAHQ.
 - 4.3.3 Represent HQPNJ as required.
 - 4.4 Meetings
 - 4.4.1 Schedule and preside at all Board, General Assembly and the Annual meeting
 - 4.4.2 Serve as chairperson of the Board
 - 4.4.3 Prepare agendas for all meetings.
 - 4.4.4 Conduct meetings using parliamentary procedures.
 - 4.4.5 Present an annual report at the annual meeting.
 - 4.4.6 Ensure accurate recording and distribution of minutes.
 - 4.4.7 Present pertinent and important information to the Board and the membership.

5. Qualifications

- 5.1 Active healthcare professional
- 5.2 Active membership in HQPNJ
- 5.3 Active membership in NAHQ
- 5.4 Significant contributor to Association development
- 5.5 Significant contributor to the development of the healthcare quality professional
- 5.6 Willingness and ability to spend the time necessary to perform the duties of the office
- 5.7 Maintains a high level of knowledge in quality, safety and related fields
- 5.8 Has served at least one term as an elected HQPNJ officer

6. Requirements

- 6.1 Anticipated meetings – 4 Board meetings, 3 General Assembly meetings and the annual meeting, NAHQ annual meeting, NJHA Allied Organization meetings (as scheduled)
- 6.2 Anticipated financial commitment – Travel to and from meetings, annual dues

VICE PRESIDENT

1. The Vice President is elected for a two year term of office and may be elected for a second term.
2. The Vice President shall assume the duties of office at the close of the annual meeting in an election year.
3. In the event the Vice President cannot complete a term of office, the President, with the approval of the Board, will appoint a current member to the position for the remainder of the term.
4. Responsibilities and Duties
 - 4.1 Chair meetings in the President's absence
 - 4.2 Perform all duties assigned by the President
 - 4.3 Oversee the membership application and renewal process in collaboration with the Web Liaison.
 - 4.4 Maintain accurate membership lists
 - 4.5 Attend all Board, General Assembly and the Annual meetings
 - 4.6 Submit quarterly reports to the Board and an annual report
 - 4.7 Serve as President, if necessary

5. Qualifications

- 5.1 Active healthcare professional
- 5.2 Active member of HQPNJ
- 5.3 Member of NAHQ
- 5.4 Willingness and ability to spend the time necessary to perform the duties of office

6. Requirements

- 6.1 Anticipated meetings – 4 Board meetings, 3 General Assembly Meetings and the Annual meeting.
- 6.2 Anticipated financial commitment – travel to and from meetings, annual dues, maintenance of internet connectivity to obtain electronic membership updates.

TREASURER

1. The Treasurer is elected for a two year term of office and may be re-elected for a second term.
2. The Treasurer shall assume the duties of office at the close of the annual meeting in an election year.
3. In the event the Treasurer cannot complete a term of office, the President, with the approval of the Board, will appoint a current member with applicable experience to the position for the remainder of the term.

4. Responsibilities and Duties
 - 4.1 Attend all Board, General Assembly and the Annual meetings.
 - 4.2 Prepare an annual budget and monitor expenses
 - 4.3. Keep accurate records of all receipts and disbursements and reconcile books at least bimonthly.
 - 4.4 Receive and deposit all monies received by the Association
 - 4.5 Prepare checks in payment for all debts incurred by the Association as approved by the Board.
 - 4.6 Prepare and submit a quarterly report to the Board
 - 4.7 Prepare an annual financial report
 - 4.8 Maintain the Association's tax exempt status
 - 4.9 Prepare documents for the preparation of tax forms

5. Qualifications
 - 5.1 Active healthcare professional
 - 5.2 Active member of HQPNJ
 - 5.2 NAHQ membership recommended
 - 5.3 Ability to maintain accurate financial records
 - 5.4 Willingness and ability to spend the time necessary to perform the duties of office

6. Requirements
 - 6.1 Anticipated meetings – 4 Board meetings, 3 General Assembly meetings and the Annual Meeting
 - 6.2 Anticipated financial commitment – travel to and from meetings, annual dues.

SECRETARY

1. The Secretary is elected to a two year term of office and may be re-elected to serve a second term.
2. The Secretary shall assume the duties of office at the close of the annual meeting in an election year.
3. In the event that the Secretary cannot complete the term of office, the President, with the approval of the Board, will appoint a current member with applicable experience to the position for the remainder of the term.

4. Responsibilities and Duties

- 4.1 Attend all Board, General Assembly and the Annual meetings
- 4.2 Record all meeting minutes and collaborate with Web Liaison to post minutes on the HQPNJ website.
- 4.3 Prepare all official Association correspondence
 - 4.3.1 Maintain copies of all correspondence and minutes
 - 4.3.2 Send letters of acknowledgement to speakers
- 4.4 Report to the Board quarterly
- 4.5 Prepare an annual report

5. Qualifications

- 5.1 Active healthcare professional
- 5.2 Active member of HQPNJ
- 5.3 NAHQ membership recommended
- 5.4 Willingness and ability to spend the time necessary to perform the duties of office

6. Requirements

- 6.1 Anticipated meetings – 4 Board meetings, 3 General Assembly meetings and the Annual meeting
- 6.2 Anticipated financial commitment – travel to and from meetings, annual dues.

REGISTRAR

1. The Registrar is elected to a two year term of office and may be re-elected for a second term.
2. The Registrar shall assume the duties of office at the close of the annual meeting in an election year.
3. In the event that the Registrar cannot complete the term of office, the President, with the approval of the Board, will appoint a current member with applicable experience to the position for the remainder of the term.

4. Responsibilities and Duties

- 4.1 Attend all Board, General Assembly and the Annual meetings
- 4.2 Prepare and direct the website posting of all general meetings in a timely manner in collaboration with the Web Liaison
- 4.3 Review the HQPNJ website to monitor registration for the meetings
- 4.4 Notify the hosting facility of the number of registrants at least two days before a General Assembly or Annual meeting
- 4.5 Communicate registration for meetings to the Education Committee
- 4.6 Greet and register meeting attendees in collaboration with Regional Representations
 - 4.6.1 Collect fees as owed and transfer any monies received to the Treasurer
 - 4.6.2 Distribute identification tags, agendas and handouts
- 4.7 Prepare quarterly reports for the Board and an annual report for the Annual Meeting
- 4.8 Communicate final attendee list to the Web Liaison to activate the electronic evaluation and CEU award process.

5. Qualifications of Registrar
 - 5.1 Active healthcare professional
 - 5.2 Active member of HQPNJ
 - 5.3 NAHQ membership recommended
 - 5.4 Ability and willingness to spend the time necessary to perform the duties of office
6. Requirements
 - 6.1 Anticipated meetings – 4 Board meetings, 3 General Assembly meetings and the Annual Meeting
 - 6.2 Anticipated financial commitment – travel to and from meetings, annual dues.

WEB LIAISON

1. The Web Liaison is elected by the membership for a two year term and may be re-elected for a second consecutive term.
2. The Web Liaison shall begin service by the first Board meeting after an election.
3. In the event that the Web Liaison cannot complete the term of office, the President, with the approval of the Board, will appoint a current member with applicable experience to the position for the remainder of the term.
4. Responsibilities and Duties
 - 4.1 Review and make changes to the HQPNJ website based on Board input to improve member access to Association activities.
 - 4.1.1 Solicit news and information pertinent to healthcare quality and safety and NAHQ and the Association's activities.
 - 4.1.2 Work in collaboration with the Vice President to ensure optimal electronic communication related to new and renewing membership applications.
 - 4.1.3 Work in collaboration with the Secretary for posting membership communications and minutes.
 - 4.1.4 Work in collaboration with the Registrar re: program registration and evaluations.
 - 4.1.5 Serve as a contact person for posting current job opportunities as requested by search firms, etc. for the time period agreed upon by the Board.
 - 4.1.6 Develop reports, in collaboration with the webmaster, to inform the Board re: membership, programming and other Association activities.
 - 4.1.7 Pursue other opportunities for website development.
5. Qualifications
 - 5.1 Active member of HQPNJ
 - 5.2 NAHQ membership recommended.
 - 5.3 Computer and web skills
6. Requirements
 - 6.1 Anticipated meetings – 4 Board meetings, 3 General Assembly meetings and the Annual Meeting
 - 6.2 Anticipated financial commitment – travel to and from meetings, annual dues.

REGIONAL REPRESENTATIVES

1. Regional Representatives are elected to a two year term and may be re-elected for one term.
 - 1.1 There shall be three Regional Representatives- North, Central and South.
 - 1.2 Whenever possible, Regional Representatives will work in the region they represent.
 - 1.3 Regional boundaries shall be established by the Board and are determined by state telephone area codes.
2. The Regional Representatives shall begin service by the first Board meeting after an election.
3. In the event a Regional Representative cannot complete a term of office, the President, with the approval of the Board, will appoint a current member with applicable experience to the position for the remainder of the term.
4. Responsibilities and Duties
 - 4.1 Attend all Board and General Assembly meetings
 - 4.2 Assist Registrar at General Assembly meetings and welcome regional members
 - 4.3 Ascertain regional needs and concerns from members
 - 4.4 Present regional needs and concerns to the Board
 - 4.5 Establish and maintain contact with regional members
 - 4.6 Encourage membership and active involvement in Association activities
 - 4.7 Identify potential candidates for office or chairmanship within the region in collaboration with the Nominating Committee
 - 4.8 Present quarterly reports to the Board
 - 4.9 Prepare an annual report for the Annual Meeting
 - 4.10 Prepare for, arrange and conduct regional meetings, as needed
 - 4.11 Assume responsibility for one educational program per fiscal year in collaboration with the Education Committee.
5. Qualifications
 - 5.1 Active healthcare professional
 - 5.2 Active HQPNJ member
 - 5.3 NAHQ membership recommended
 - 5.4 Willingness and ability to spend the time necessary to perform the duties of the office.
6. Requirements
 - 6.1 Anticipated meetings – 4 Board meetings, 3 General Assembly meetings and the Annual meeting
 - 6.2 Anticipated financial commitment – travel to and from meetings, annual dues.

B. APPOINTED OFFICERS

MEMBER-AT-LARGE

1. The Member-at-large is appointed by the President for a term of two years.
2. The Member-at-large shall assume office at the first Board meeting after an election.

3. In the event that the Member-at-large cannot complete the term of office, the President, with the approval of the Board, will appoint a successor to the position.
4. Responsibilities and Duties
 - 4.1 Attend all Board and General Assembly meetings
 - 4.1.1 Act as an impartial representative of the general membership during Board meetings
 - 4.2 Solicit member comments/concerns regarding Association activities
 - 4.2.1 Bring members' concerns before the Board
5. Qualifications
 - 5.1 Active member of HQPNJ
 - 5.2 Willingness and ability to spend the time necessary to perform the duties of office
6. Requirements
 - 6.1 Anticipated meetings – 4 Board meetings, 3 General assembly meetings and the Annual meeting
 - 6.2 Anticipated financial commitment – travel to and from meetings, annual dues, general assembly and annual meeting fees.

ADHOC COMMITTEE CHAIR

1. Ad hoc committee chairs, if needed, will be appointed by the President and approved by the Board.
2. The Chair will appoint Committee members as appropriate.
- 3 Qualifications
 - 3.1 Active member of HQPNJ
 - 3.2 Willingness and ability to spend the time necessary to perform the assigned task(s)
4. Requirements
 - 4.1 Complete the assigned task as defined by the Board.
 - 4.2 Submit a report to update the Board as needed.

C. HONORARY BOARD MEMBER(S)

PAST PRESIDENT

1. The Past President shall continue as a Board member for one to two terms depending on the results of the biannual elections.
2. The Past President serves as an ex-officio and non voting member on the Board.
3. Duties and Responsibilities
 - 3.1 Act as advisor to the President to assure continuity in the Association.
 - 3.2 Assist the President in executive duties as requested
 - 3.3 Act as a resource to the Board in organizational matters and liaison activities
 - 3.4 Represent HQPNJ when requested
4. Qualifications
 - 4.1 Active member of HQPNJ
 - 4.2 Active member of NAHQ

5. Requirements

5.1 Anticipated meetings – 4 Board meetings, 3 General Assembly and the Annual meeting

5.2 Anticipated financial commitment – travel to and from meetings, and annual dues.