COMPONENT ADMINISTRATIVE CHAIR OPERATIONAL GUIDE

Chair: Elected by their Component

Term: One (1) year with no limit of consecutive terms

Qualifications: Shall be voting Member and shall maintain such membership through their entire term. Shall possess demonstrated leadership ability. Shall not serve as a Chair of more than one (1) Component Committee. It is preferred that all Administrative Chairs have at least one (1) year of experience as a Committee Chair or Committee Member within the Component.

Vacancies: Appointed by the PDHA President in consultation with the Leadership Development Committee members from the Component

Objectives:
1. Have general supervision and direction of the Committee Chairs of the Component
2. Perform duties as directed by the President, President-Elect, Executive Committee and/or Board of Trustees.
3. Represent the Association
4. Serve as local liaison for the Association

Responsibilities of Administrative Chairs:
15. Respond promptly to all correspondence and report to the Board of Trustees and House of Delegates.
16. Schedule a minimum of four (4) Component meetings per year. Include the Component members in as much of the decision making and planning as possible.
17. Ensure Component Continuing Education Chair(s) hold at least four (4) CE courses each year.
18. Ensure Membership Chair(s) hold at least one (1) social event for members each year.
19. Ensure Community Health Chair(s) hold at least one (1) community outreach event each year.
20. Meet with new Committee Chairs to orient them with the workings of the Component.
21. Keep Component Chairs, Committees and Members informed of all Component activities.
22. Utilize Zoom for meeting platforms to integrate all Component members into Component meetings.
23. Utilize Basecamp to communicate with members and other Association leaders.
24. Receive all budget requests from Component Committees.
25. Prepare proposed budget for Component and have all Component membership vote to approve it.
26. Submit final budget for Component to President and Treasurer.
27. Maintain a running financial document, in coordination with the Treasurer, to maintain budgets and Component funds for informational purposes only.
28. Collect each Trustee’s reports to the Board of Trustees and House of Delegates to be submitted as one document, along with the Administrative Chair report.
29. Prepare a written report of the Component’s activities and membership information to be presented at each Board meeting and an Annual Session Report to be included in the Delegates’ Manual.
   c. Board Reports
      For Board meetings, the Administrative Chair shall send his/her report, followed by the three (3) Trustee reports in one document to the Executive Secretary by the due date.
   d. Annual Report
      The Annual Report shall be a review of the Component’s work for the entire year, including a conceptualization of how the Component activities relate to the Association’s goals. Its purpose is to provide the Association members with an opportunity to examine the Association’s activity and to evaluate each Component’s effectiveness.
30. Act on policies adopted by the House of Delegates and referred to their Component. This includes developing a mechanism and/or plan for implementation by PDHA. After the plan has been developed, the course of action is referred to the Board of Trustees in the form of Recommendations and Resolutions.
31. Submit Recommendations and Resolutions for House and/or Board action.
   c. Recommendations:
      Recommendations require Board of Trustees actions only and do not need to be submitted to the House of Delegates for approval. Components should submit Recommendations when their requests do not involve Association policy: i.e. a proposal that a survey be conducted.
   d. Resolutions:
      Resolutions require action by the House of Delegates. They concern Association policy, position statements and amendments to the Bylaws. Recommendations and Resolutions should contain only pertinent information and relate to a single, clearly defined subject. A background statement justifying purpose and need must accompany each Resolution; however, this information should be separate from the Resolution itself. The Board reviews each Resolution and presents its recommendations for action on the Resolution to the House of Delegates.
32. Review past policies, documents and records of the Association relating to your Component and keep informed of activities of other Associations relating to your Component.
33. Review past correspondence regarding your Component.
34. Gain knowledge of PDHA philosophy and policies and be willing to represent it.
35. Develop a mechanism to ensure that there is continuity established form year to year in your Component’s activities.
36. Develop a plan of action for the year as to how your Component plans to accomplish the goals and objectives as outlined in the Administrative Chair Operational Guide.
37. Update and review annually the objectives, duties, and long-range goals of your Component to the President, President-Elect, and the members of your Component.

38. Determine the budgetary needs of the Component in accordance with the Component Funding Document, and submit to Component Members for a vote to approve.

39. Inform all Component Committee Chairs of their duties and provide them with copies of all documents related to their Committees.

PDHA Responsibilities to Administrative Chairs:

5. Each Component is to be informed of its scope, immediate objectives and its long-range goals by the President.

6. A list of all Constituent leadership will be sent to all Administrative Chairs as soon as it is compiled.

7. PDHA will include the Administrative Chair Annual Reports in the Delegate’s Manual.

8. Administrative Chairs will be reimbursed in accordance with the Component Budget and the Component Funding Document.

Financial Considerations:

In accordance with the respective Component Budget and Component Funding Document.
**Chronological Order of Duties for:**
**Component Administrative Chair**

**NOVEMBER:**
1. Review Annual Session Dispositions.
2. Contact appropriate Committee Chairs to remind them of needed updates.

**DECEMBER:**
1. Put out a call for candidates for Component Committee Chair positions:
   - Continuing Education
   - Membership
   - Community Health
   - Legislative
   - Public Relations

**JANUARY:**
1. Hold elections of Component Committee Chairs.
2. Report election results to President and Executive Secretary for distribution to the Board

**FEBRUARY:**

**MARCH:**
Submit report for the Board of Trustees meeting, combined with Trustee reports, by the deadline determined by the Executive Secretary

**APRIL:**
Submit report for Board of Trustees meeting.

**MAY:**

**JUNE:**
Send call for budget requests to Component Committee Chairs

**JULY:**
Submit report for the Board of Trustees meeting, combined with Trustee reports, by the deadline determined by the Executive Secretary AUGUST:
1. Submit report for Board of Trustees meeting.
2. Prepare proposed budget and send to Component members for review

**AUGUST:**
SEPTEMBER:
1. Send budget requests to Component Committee Chairs.
2. Submit annual report for the Board of Trustees/House of Delegates meetings for inclusion in the PDHA Delegates Manual, combined with Trustee reports, by the deadline determined by the Executive Secretary.

OCTOBER:
2. Have proposed budget voted on by Component.

NOVEMBER:
4. Submit Component Budget for the following year to President and Treasurer by the due date determined by the Treasurer.

CONTINUOUS
**Monitor progress of Component Committees and their activities. Maintain contact with other Component Administrative Chairs to discuss Component progress and activities. Report to PDHA Administration Chair and President as directed.