CAHHS Directors' Coordinating Council Position Descriptions

- CAHHS DCC Chair Position Description (click here)
- CAHHS DCC Member Position Description (click here)
Position Title: Chair, Directors’ Coordinating Council  
Supervisor: CAHHS Director, Volunteer Services

Duties

- Represents CAHHS Directors’ Coordinating Council (DCC) as follows:
  - California Hospital Association (CHA) Board of Trustees.
    - Sits as invited guest.
  - California Association of Hospitals and Health Systems (CAHHS) Board of Trustees.
    - Sits as voting member and reports to the CAHHS Board on all DCC policy recommendations and activities.
  - CHA legislative, CHPAC and advocacy events.
  - Northern California (NCADVS), Southern California (SCADVS) and San Diego (SDADVS) Associations of Directors of Volunteer Service meetings.
  - CAHHS Committee on Volunteer Services (COV) meetings.
  - American Hospital Association
    - Association of Hospital Volunteer Resources Professionals (AHVRP) annual conference
    - Other national conferences in consultation with CAHHS staff recommendations.
- Serves as member of the CAHHS COV Nominating Committee.
- Provides consultation to other directors, hospitals and CEO’s as requested by CAHHS.
  - Meeting guidelines and procedures.
  - Succession/board development plans.
  - Membership solicitation and services.
- Presides at all DCC meetings and annual Health Care Volunteer Conference.
  - Co-chairs annual retreat and new member orientation.
  - Prepares DCC meeting agendas with the assistance necessary from CAHHS staff and DCC members.
  - Adopts a meeting calendar.
  - Assigns to appropriate Committee members special tasks, services, duties and projects.
    - Supervises and follow-ups all such assignments.
- Accepts appropriate speaking engagements.
- Additional duties as needed.
Qualifications
- Willingness to serve as a CAHHS volunteer.
- Demonstrated hospital administration support.
- Hospital financial support preferred.
- Director association leadership experience preferred.
- Service of one or more years as a DCC member and one year as chair-designate.
- Ability to travel independently throughout assigned CAHHS region and to statewide events.

Competencies
- Personal computer skills, particularly e-mail, Microsoft Office and internet.
- Proficient written and verbal communication skills.
- Ability to work with people of diverse backgrounds and values.
- Public speaking skills.

Time Commitment
- One year appointment (January 1 – December 31) with provision for reappointment of up to three consecutive years.
- Attend four CAHHS meetings.
- Attend the CAHHS annual health care volunteer convention.
- Attend director association meetings and community events as necessary.
- Periodic conference calls and webinars.
- Regular e-mail correspondence.
- Special meetings and assignments when necessary.

Training
- New committee orientation.
- Annual competency training.
- Educational workshops at CAHHS meetings.
- Personal coaching from CAHHS Director of Volunteer Services

Uniform
- Business and/or business casual.

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Date originated: February, 2010
Position Title: Member, Directors’ Coordinating Council  
Supervisor: CAHHS Director, Volunteer Services

Members of the Council represent salaried directors of the state with their varied interests.

**Duties**
- Attend all Directors’ Coordinating Council meetings. Report their respective association activities and news.
- Contribute to the planning of the CAHHS Hospital Volunteer Leadership Conference, particularly the Volunteer Management and Leadership Development tracks and any educational workshops designed for directors.
- Support the CAHHS Hospital Volunteer Leadership Conference by encouraging volunteers and directors to attend.
- Knowledgeably interpret CAHHS to other directors and volunteers.
- Cooperate in finding solutions to directors concerns.
- Additional duties as needed.

**Qualifications**
- Salaried department manager in CAHHS Volunteer Services member hospital.
- Willingness to serve as a CAHHS volunteer.
- Demonstrated hospital administration support.
- Hospital financial support preferred.
- Director association leadership experience preferred.
- Ability to travel independently throughout assigned CAHHS region and to statewide events.

**Competencies**
- Personal computer skills, particularly e-mail, Microsoft Office and internet.
- Proficient written and verbal communication skills.
- Ability to work with people of diverse backgrounds and values.
- Public speaking skills.

**Time Commitment**
- One year appointment (January 1 – December 31) with provision for reappointment of up to three consecutive years.
- Attend CAHHS Hospital Volunteer Leadership Network committee meeting(s).
- Attend the CAHHS Hospital Volunteer Leadership Conference during their term.
- Attend director association meetings and community events as necessary.
- Periodic conference calls and webinars.
- Regular e-mail correspondence.
- Special meetings and assignments when necessary.
Directors' Coordinating Council Position Description

Training

- New committee orientation.
- Annual competency training.
- Educational workshops at CAHHS meetings.
- Personal coaching from CAHHS Director of Volunteer Services

Uniform

- Business and/or business casual.

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