

**CALIFORNIA CONFERENCE OF LOCAL HEALTH DEPARTMENT  
NURSING DIRECTORS**

**DUTY STATEMENT  
PRESIDENT**

Responsibilities of the President include:

**EXECUTIVE COMMITTEE MEETINGS**

1. Approve meeting Dates/Venue/Location for the year as set by the Administrator
  - Telephone meetings in August, October, December, February and June
  - Face to Face Meetings July, September (at Semi-annual Meeting), November, January, March (at semi-annual meeting), and May
2. Set Agendas for all meetings
  - Minimum components
    - Acceptance of minutes
    - Treasurer's report
    - Progress on Strategic plan
    - Legislative Issues
    - Report from meetings attended on behalf of the Organization- CCLHO, ASTDN
    - Reports on current regional projects
    - Reports on Committee work
    - Regional reports/updates

**CCLHO**

1. Notify the CCLHO office in Sacramento in July of all new official representatives for CCLHDND call (916) 440-7594.
2. Attend CCLHO's Monthly Board of Directors Meetings in Sacramento  
Meetings are traditionally the 1<sup>st</sup> Thursday of the month  
There are spring and fall full membership meetings that include the Executive committee. Date and Locations are variable.
3. Report to the Executive committee significant issues from CCLHDND
4. Participate or delegate participation in CCLHO committees to membership
5. CCLHO will reimburse for transportation to the meetings by the CCLHDND President
6. CCLHDND will reimburse the costs of attending the semiannual meetings.

**ASTDN**

1. Notify ASTDN in July that there has been a change in the official California representative- [www.astdn.org](http://www.astdn.org)- click contact ASTDN

2. Review communications of ASTDN and forward applicable information to membership
3. When requested provide ASTDN with information relevant to California
4. If you are already attending APHN attend the ASTDN meeting- if another member of the organization is attending APHA ask them to represent California as a non-voting attendee
5. Attend the Spring ASTDN Meeting-
  - o CCLHDND will cover travel expenses and registration
  - o Prepare a State report and forward it as requested prior to the meeting
  - o Take a State gift for an exchange at the meeting- usually about \$15 value- ideas- samples of local food specialties, regional cookbook, jewelry, book or CD symbolic of your area
  - o Provide California perspective to discussions
  - o Report back to Executive committee

#### STRATEGIC PLAN

1. Lead the development of a Strategic Plan during the spring before the previous plan expires
2. Review the progress toward the plan objectives at each executive committee meeting. Past President will monitor this progress and report out at each Executive Committee meeting.

#### CONTRACTS

1. Lead the development of all contracts, review the language with appropriate resources
2. Sign contracts on behalf of the organization
3. File original contracts with the Treasurer
4. File a copy of the contract with Administrator
5. Provide a copy of the contract to the President elect and other executive committee members as requested

#### CCLHDND COMMITTEES

1. Standing committees: Appoint one member from each region at the September Meeting
2. Ad hoc committees: Create Adhoc committees to work on short term projects

#### CCLHO COMMITTEES

1. Appoint CCLHDND Representatives to standing CCLHO committees During the September Meeting- These committee membership will run Jan1- Dec.31 each year
  - CD committee
  - Environmental Health committee
  - MCH/Chronic Disease committee
  - Data committee
2. AdHoc committees- Solicit volunteers from the membership to serve on Adhoc Committees for CCLHO

## CCLHDND STATEWIDE SEMI-ANNUAL CONFERENCES

Recommended minimum components for semi annual meeting agendas

1. Annual report by representative from HOAC/CCLHO
2. Annual report from a person knowledgeable about legislative issues
3. Annual report from BRN- usually in the Spring
4. Annual report from State Health Officer or their designee
5. Annual update on public health technology

## SPRING CONFERENCE

1. Spring- 1 year prior- confirm dates and location with Administrative Assistant
2. Fall prior begin development of agenda and program with Executive committee
6. Notify Administrative Assistant of names and contact information for presenters
7. December forward draft agenda to Administrative Assistant for registration packets
8. February- finalize program agenda and set business meeting agenda
9. March Meeting- conduct meeting

## FALL CONFERENCE

1. Fall of prior year verify dates with Administrative Assistance
2. Spring Prior- review program agenda with president elect and Regional Rep responsible
3. August- send business meeting agenda to Administrative Assistant for inclusion in Packet
4. September Meeting- conduct Business meeting
5. Coordinate program with Regional Rep