



American Academy of
Healthcare Interior Designers

AAHID Director Position Description

AAHID Board of Directors

The general responsibilities of the BOD members are the following:

- Attends all BOD meetings and actively participates in the discussion and decision making process at the meetings
- When acting a Board Liaison to a Committee, actively support the Committee Chair and report to the Board regularly on committee progress
- Fulfill all fiduciary requirements
- Adhere to policies and procedures
- Supports and upholds the decisions of the BOD
- Maintains the confidentiality of all matters including the portfolio process and exam.
- Participates in strategic planning for AAHID
- Copies all correspondence relative to AAHID matters to the President of the BOD and the AAHID Senior Staff
- Support the AAHID President and Board of Directors on other duties as assigned.
- Mentor active committee members for their potential advancement
- Answers all correspondence in a timely manner and maintains a record of such correspondence
- Informs AAHID office of changes in address, telephone number, fax number, e-mail address, or other contact information
- Completes assigned tasks in a cost-effective, efficient manner
- Orients the successor to the position
- Completes Conflict of Interest agreement annually
- Completes the full term of office
- Be a voting member of the board

Qualifications

- CHID Certificant in good standing
- Ability and willingness to represent AAHID in a professional manner
- Excellent communication skills
- Willingness to share resources
- Knowledge of current healthcare design community challenges and opportunities relating to the mission of the organization
- Knowledge of financial management
- Strong communication skills; including telephone and verbal communication, as well as strong writing and editing skills
- Understand ethical behavior and business practices, and ensure that own behavior is consistent with these standards and aligns with the values of the organization.
- Willingness to speak in public forum.

Position: Selected by Nominations Committee and appointed/approved by Board of Directors

Length of Term: Three Years