

Excerpts from HOPA Election Polices and Guidelines

Disclaimer:

The information provided is intended to offer general guidance regarding our election processes. All elections are conducted in accordance with the organization's official Bylaws and established Policies and Procedures.

Members are encouraged to review the complete Policy Manual, available on HOPA Central, for full details.

If you have any questions or require clarification regarding election procedures, please contact staff for assistance.

Composition

The Board shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, and four (4) At-Large Board Members.

Eligibility

Per HOPA Bylaws Article III § I (2023), Board Members are required to be members in good standing. They may hold active membership under one of two categories: Full Member or Technician Member.

President-Elect: At the beginning of the new term when the position becomes vacant, individuals who are Full Members or Technician Members in good standing, and who meet one or more of the following requirements, shall be eligible for election to the office of President-Elect:

- a. any individual who is, or will become, a former At-Large Member of the Board having served in such capacity for at least one full term in good standing; and
- b. any individual who is, or will become, a former Treasurer of the Board having served in such capacity for at least one full term in good standing; and
- c. any individual who is, or will become, a former Secretary of the Board having served in such capacity for at least one full term in good standing.

Roles & Responsibilities

The HOPA Board of Directors will act in accordance with the HOPA Bylaws and the established policies. The responsibilities outlined in HOPA Bylaws Article IV § VII (2003) state that the affairs of the association will be managed by or under the direction of the Board of Directors and applies to all Board members. In addition, individual officers and directors will fulfill responsibilities and duties as stated in their specific position descriptions.

Given HOPA's involvement in health policy and advocacy activities, individual Board members may be asked to represent HOPA at legislative, regulatory, partnership or coalition meetings in Washington, D.C. or other meeting sites as schedules allow.

Board members may be assigned to serve as a Board Mentor by the President during their term. The role of a Board Mentor is to serve as a “go-to” resource for those serving in volunteer leadership positions within HOPA. Each mentor will help to introduce the leaders to the people, the issues, and the work of the organization, as well as serve as a resource for them as they fulfill their roles.

Board members will have varying time commitments based upon their specific activities. However, all are expected to be in attendance at 3-4 live meetings annually, inclusive of the HOPA Annual Conference. The President and President-Elect typically spend 8-12 hours per week on HOPA commitments. They, along with the Immediate Past-President, may have additional travel days as part of their Board roles and responsibilities.

Specific responsibilities of the Board include the following:

- Address conflicts of interest and resolve disputes in accordance with fiduciary responsibilities.
- Participate in discussions and decisions to set the strategic direction for the organization.
- Attend the HOPA Annual Conference with a waived registration fee.
- Become familiar with basic parliamentary procedures, bylaws, policies, Board functions, procedures, and the conduct of effective meetings.
- Participate in board training, orientation, and evaluation processes.
- Ensure timely and appropriate communication with staff, committees, and members to promote the overall operation of the association.
- Contribute to setting and reviewing the organization's mission, goals, and policies.
- Review and approve budgets, major expenditures, and the annual audit.
- Identify and address potential risks to the organization.
- Keep the Board and staff informed about issues or trends of concern to members.
- Serve as ambassadors, fostering positive relationships and represent organizational issues to external groups as requested.
- Oversee and evaluate HOPA programs and initiatives to assure that strategic objectives and responsibilities are being met.
- Participate in ad-hoc committees, Board working groups or task forces as assigned or as requested by the President.
- Ensure compliance with Bylaws, policies, procedures, relevant laws, regulations, and ethical standards, fulfilling fiduciary duties.
- Report significant problems or concerns to appropriate staff, Board members, or committee chair.
- Retain professional management services, legal counsel, and independent auditors.
- Serve as a mentor as appointed by the President, both to incoming Board members and to volunteer leadership as a Board Mentor.
- Support membership recruitment and retention.
- Monitor organizational performance against established goals.

Board President Responsibilities

The time commitment for the President is 10-12 hours per month. The President is responsible for the following:

- Acting as the official spokesperson for the association.
- Assigning Board Mentors to volunteer groups.

- Assisting the President-Elect to approve volunteer leadership and membership to present to the Board for ratification with exceptions of the Finance Committee, Board of Directors and the Executive Committee.
- Assuming the role of President at the conclusion of the Annual Conference. Will serve in the role for one year.
- Authoring the *HOPA News* column “Board Update” up to four times per year.
- Enhancing public understanding of the association by serving as an advocate for the members and the profession.
- Participating in external meetings with stakeholders on behalf of HOPA.
- Presiding over all Board of Director meetings and the Annual Membership Business Meeting.
- Serving as the Vice Chair of the Finance Committee, and Chair of the Executive Committee, and a member of the Public Policy Committee and as a Board representative to the Industry Advisory Group.
- Serving as ex-officio (non-voting) member for standing and special committees as needed, except for the Nominations Committee.
- Working with the Board to oversee, monitor, and evaluate the association management services.
- Working with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship, and resource development.

Immediate Past President Responsibilities

The time commitment for the Immediate Past President is approximately 5 hours per month. The Immediate Past President is responsible for the following:

- Assisting with ongoing strategic planning, program evaluation, fiscal stewardship, and resource development
- Assisting with the mentoring and transition of new officers onto the Board of Directors.
- Serves in this role for one year.
- Participating in external meetings with stakeholders on behalf of HOPA at the request of the President.
- Serving as a member of the Executive Committee and the Public Policy Committee.
- Presiding over Board meetings and association events in the absence of the President and President-Elect.

President-Elect Responsibilities

The time commitment for the President-Elect is 8-10 hours per month. The President-Elect is responsible for the following:

- Assuming the office of President-Elect at the conclusion of the Annual Conference. Serves in this role for one year.
- Developing plans for the continued implementation of the strategic plan activities when assuming the role of President.
- Maintaining regular communication with the President.
- Performing the duties of the President in their absence.
- Providing review and approval for e-blast email requests from outside organizations as outlined in the policies.
- Serving as a member of the Finance Committee and assisting with developing the annual budget.
- Serving as a member of the Executive Committee and the Public Policy Committee.

- Serving as a Board representative on the Industry Advisory Group.
- Working with the President to make recommendations for committee leadership and membership appointments to the Board for approval.

Treasurer Responsibilities

The time commitment for the Treasurer is 6-8 hours per month. The Treasurer is responsible for the following:

- Assuming the office of Treasurer at the conclusion of the Annual Conference. Serves in this role for three years.
- Attending orientation to the HOPA financial processes with staff.
- Ensuring that all approved financial management and investment policies and procedures are followed and providing recommendations for improvements as appropriate.
- Participating in all Board meetings and presenting financial reports as needed.
- Providing a Treasurer's Report at the Annual Conference.
- Reviewing association expenditures.
- Serving as the chair of the Finance Committee.
- Working with the Board and staff to ensure an audit is prepared by an independent Certified Public Accountant (CPA).
- Serving as a member of the Executive Committee.

At-Large Member Responsibilities

The time commitment for an At-Large Member is 4-6 hours per month. At-Large Members are responsible for the following:

- Assuming the office of At-Large Member at the conclusion of the Annual Conference, serving a three-year term.
- Ensuring adherence to all Board member policies and responsibilities outlined in the Policy Manual.

Anti-Campaigning Policy

To ensure the HOPA annual election is conducted with fairness, integrity, and professionalism, all individuals participating in the election process must not use HOPA resources, unauthorized campaign materials, or endorsements from HOPA committees or members to promote a candidate or solicit votes.

Acceptable Candidate Conduct

Candidates for the HOPA Board of Directors may share their background and qualifications through the official election materials and video provided by HOPA and may respond to direct questions from members regarding their experience or qualifications. They are encouraged to show general support for the election process, express collegiality toward fellow candidates, encourage members to vote, and are encouraged to vote for themselves.

Restricted Uses of HOPA Resources and Positions

To ensure a fair and impartial election, candidates shall not use HOPA resources including email lists, social media accounts, event platforms, official titles, logos, or other organizational property to promote their candidacy or solicit votes. Candidates shall not send messages asking for votes, distribute campaign materials outside of official HOPA channels, or encourage others to campaign on their behalf. Personal

communications about the election should remain professional, factual, and in the spirit of transparency and respect.

Endorsements of candidates by HOPA committees, task forces, staff, or other organizational entities are strictly prohibited. Individual members may not use their volunteer or leadership roles within HOPA to influence votes or imply organizational support for any candidate. All candidates shall have equal access to the official communication channels and opportunities provided by HOPA for sharing information about their candidacy.

Restrictions on Campaign Materials

Campaign materials including flyers, social media posts, or electronic messages that extend beyond the official HOPA election materials are not permitted. All communications must align with the standards established by the Nominations Committee and be limited to the approved candidate profiles, statements, and videos published by HOPA.

Reporting and Enforcement

Reports of potential violations of this policy should be submitted to the Chair of the Nominations Committee and the HOPA Executive Office. The Nominations Committee, in consultation with HOPA leadership, will review such reports and determine appropriate action consistent with the HOPA Bylaws and election procedures.