



### **NAHU HUPAC Chair**

This individual, appointed by the President of NAHU, will serve as the Executive Officer of HUPAC. The purpose of HUPAC is to raise funds from NAHU members for the purpose of supporting the political campaigns of candidates who believe in private sector solutions for the health and financial security of all Americans.

The chair will represent the HUPAC Board to all NAHU committees and general members and to the NAHU Board of Trustees. The chair will direct the fundraising efforts of the HUPAC Board and will work closely with NAHU's Government Affairs staff team.

#### **The chair will:**

- Provide fundraising reports and updates to NAHU's Legislative Council, Government Affairs staff, and the NAHU Board of Trustees;
- Assign tasks to the HUPAC board members and monitor the progress of campaigns and projects;
- Lead HUPAC teleconference calls and in person meetings;
- Communicate regularly with the Vice-Chair to ensure that broad based goals are being accomplished;
- Arrange for the Board to evaluate its work at the end of each year – or at completion of specific projects – to determine whether it accomplished its goals, and what worked and what didn't work.

#### **NAHU Staff Liaisons will:**

- Train HUPAC Board as necessary on policy and procedures and make recommendations and assist with fundraising and distribution of HUPAC funds;
- Take meeting minutes of each Board meeting;
- Report on progress of legislative and regulatory initiatives as well as recent and ongoing political activity at the national and state level;
- Work with the Chair, Vice-Chair, and Board to develop fundraising communications to donors and other NAHU members;
- Support the Board with all projects and other endeavors.