

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Job descriptions for NAHU Staff
CLASSIFICATION:	Operations
POLICY NUMBER:	96-08-EX
DEPARTMENT COORDINATION:	Executive
MOTION:	Robin S. Cox
SECONDED:	Mike Rose
DATE SUBMITTED (INITIAL):	January 30, 1996
DATE APPROVED:	September, 1996
APPROVED BY:	Board of Trustees
SUNSET DATE:	2012

PURPOSE: To assure that all staff members are fully aware of the responsibilities of their positions. This information will be pertinent upon performance reviews of the staff.

POLICY: To have on file at NAHU written job descriptions for all staff positions and that copies are given to each staff member. The descriptions should be reviewed by the EVP on a regular basis. The job descriptions should be made available to the Board of Trustees upon written request.

PROCEDURE(S): The EVP shall create in writing job descriptions for all NAHU staff members. The EVP will review the descriptions with staff on a regular basis to insure that duties are understood and performed. The job descriptions should be part of the personnel file of each employee.

FINANCIAL IMPACT: None