

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

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|---------------------------------|---------------------------------|
| <b>POLICY TITLE</b>             | Job descriptions for NAHU Staff |
| <b>CLASSIFICATION:</b>          | Operations                      |
| <b>POLICY NUMBER:</b>           | 96-08-EX                        |
| <b>DEPARTMENT COORDINATION:</b> | Executive                       |
| <b>MOTION:</b>                  | Robin S. Cox                    |
| <b>DATE APPROVED:</b>           | September, 1996                 |
| <b>DATE AMENDED:</b>            | May 21, 2012                    |
| <b>APPROVED BY:</b>             | Board of Trustees               |
| <b>SUNSET DATE:</b>             | 2018                            |

**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 CEO/EVP on a regular basis. The job descriptions should be made available to the Board of Trustees upon written request.

**PROCEDURE(S):** The CEO/EVP shall create in writing job descriptions for all NAHU staff members. The CEO/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