



Triangle Healthcare Executives' Forum

Advancing Healthcare Leadership

Call for Committee Members

PURPOSE

The Triangle Healthcare Executives' Forum of North Carolina's (THEF) 2018 Board has been confirmed, and is now accepting nominations for 2018 Committee Members.

2018 Officers

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|--------------------------|-------------------------|
| President | Christa Johnston, FACHE |
| Immediate Past President | Heather Jacobson |
| President-Elect | Heather Wargo, FACHE |
| Treasurer | Emily Greene |
| Secretary | Perry Ann Reed |

2018 Committee Chairs

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|--|---|
| Education Committee | Matt Radzom, FACHE |
| Membership Committee | Ron Smith, Chair Kathy Coburn, FACHE, Chair-Elect |
| Fellowship Advancement Committee | Jonathan Forte |
| Communications Committee | Tommy McNeill, Chair Greg Nelson, Website |
| Sponsorship Committee Co-Chairs | Heather Honeycutt, FACHE Maryanne Volkringer |
| Volunteer Committee | Daryl Sams |
| Director, Eastern North Carolina Healthcare Executives Group | Luke Waller, Director Jordan Berry, Asst. Director |

BACKGROUND

THEF is an official chapter of the American College of Healthcare Executives (ACHE), an international professional society of 40,000 healthcare executives who lead hospitals, healthcare systems and other healthcare organizations. ACHE's mission is to advance its members and healthcare management excellence. Locally, THEF carries out ACHE's mission by sponsoring educational and networking events that provide members the opportunity to stay current on the most pressing issues affecting the industry.

Because THEF is an all-volunteer organization, active Committee Members are critical to achieving the mission. Committee Members are expected to:

- Contribute to organizational planning.
- Promote the Chapter and enhance the Chapter's standing in the local healthcare community.
- Attend THEF sponsored networking and educational events.
- Participate in programs and initiatives sponsored by the Committee.
- Attend Committee meetings.
- *Optional:* Attend Board meetings and the Strategic Planning Retreat.
- Have fun!

PROCESS

To be considered for a 2018 Committee, Committees of interest should be identified in the Committee Membership Form below and submitted to thefnc@gmail.com by **5pm Friday, December 15, 2017**. Committee descriptions and approximate time commitments are described in the table below. No more than two (2) Committees of interest should be indicated on the form. **There is no evaluation process for Committee membership.** Every effort will be made to place interested volunteers on at least one of their Committees of interest. Committee size is only limited to facilitate effective Committee management and ensure a meaningful volunteer opportunity for all involved.

If applications received exceed Committee positions available, applicants will be held on a waiting list by the Chair, Volunteer Committee until a position is vacated. Committee positions may be vacated voluntarily by a Committee Member, or a Committee Member may be removed for lack of participation and replaced by a volunteer on the waiting list.

Committee Members must be ACHE members in good standing. While a majority of THEF events are held in the Raleigh-Durham area, **applicants from across the region served by THEF are encouraged to get involved!** With the exception of the Education Committee, many of the Committee volunteer contributions can be successfully achieved virtually with little to no travel required.

Returning Committee Members will not be grandfathered and MUST complete the Committee Membership Form.

Questions regarding the application process should be directed to Christa Johnston, President-Elect, at thefnc@gmail.com. Please state 'Call for Committee Members' in the subject line of the email. Allow 24 hours for response.

TIMELINE

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| Call for Committee Members released | November 30 |
| Call for Committee Members closed | December 15 |
| 2018 Committees announced | December 18 |
| Strategic Planning Retreat with new Board/Committee Members | TBD 2018 |

| Committee | Purpose of the Committee | What You Will be Doing as a Committee Member | Approximate Time Commitment (does not include event attendance) | # Committee Members Needed (in addition to Chair(s)) |
|-------------------------------|---|--|---|--|
| Education | The Education Committee develops the Chapter's education programs to include content, panel coordination and event logistics. | <ul style="list-style-type: none"> •Serve as lead for at least one event (preparation, management, review and reporting) •Collaborate on topic selection •Identify leaders in the community to serve on expert panels •Panel coordination •Name badge preparation •Registration •Distribute attendee materials •Collect and collate surveys •Event site logistics •Participate in ad hoc projects | 8 hours per month, with additional time required in the weeks leading up to and executing educational events 5 times per year. | 7, requires participation in Raleigh-Durham |
| Membership | The Membership Committee develops initiatives to recruit and retain Chapter members, designs and hosts networking events, and meets Chapter goals for membership growth. In 2018, the Committee will also launch a mentorship program and target local universities to increase student membership. | <p>Networking events:</p> <ul style="list-style-type: none"> •Venue coordination •Name badge preparation •Registration & greeting •Event site logistics <p>Mentorship Program:</p> <ul style="list-style-type: none"> •Finalize program planning initiated in 2017 •Publicize the program •Invite Mentors and Mentees via online survey •Monitor survey results, process and match pairs •Program kick-off, monitor and wrap-up •Recognition of participants | 8 hours per month, with additional time required in the weeks leading up to and executing networking events 2-3 times per year. | 12 |
| Fellowship Advancement | The Fellowship Advancement Committee serves as a resource for Chapter members interested in and eligible to advance to Fellow, conducts outreach to promote the Fellow credential, designs and implements | <p>Lead Committee efforts for one of the following:</p> <ul style="list-style-type: none"> •Work with Membership Committee to target recruitment to feed the advancement pipeline •Manage the FACHE Reference Subcommittee •Coordinate BOG Exam prep opportunities | 5 hours per month | 5, preferably current Fellows or those who are on track to advance to Fellow in 2018 |

| | | | | |
|---|--|--|--|---|
| | initiatives to help members navigate the path to Fellow, and meets Chapter goals for fellowship advancement. | <ul style="list-style-type: none"> •Conduct outreach to advancement eligible THEF members, virtually and at education events •Coordinate Community and Healthcare activities required for advancement | | |
| Communications | The Communications Committee develops a Communications Plan that informs Chapter members and the local healthcare community of upcoming Chapter events, publishes a quarterly newsletter, and maintains the Chapter website. | <ul style="list-style-type: none"> •Develop Communications Plan to include strategic initiatives for targeted communications •Coordinate newsletter content •Update website with upcoming events and committee input •Monitor THEF email •Send out event Evites •Maintain THEF's social media presence | 3 hours per month, with additional time required leading up to publication of the quarterly newsletter. No more than 2 hours per month for website maintenance. | 3, IT savvy encouraged to volunteer |
| Sponsorship | The Sponsorship Committee develops annual sponsorship goals that support the Chapter budget, proactively communicates the value of sponsorship to current and potential sponsors, and secures sponsorship commitments. | <ul style="list-style-type: none"> •Identify and solicit commitments from new sponsors •Write sponsorship proposal letters •Coordinate payment from Sponsors •Coordinate Sponsor presence at education and networking events •Prepare materials recognizing sponsors for display at events • Write acknowledgement letters | 3 hours per month | 2 |
| Volunteer | The Volunteer Committee aligns volunteer interest with Committee needs, maintains a wait list of interested volunteers, and interfaces with Committee Chairs to identify Committee member vacancies as they arise. | <ul style="list-style-type: none"> •Serve as POC for those interested in joining a committee •Maintain wait list •Coordinate committee member rotation with Committee Chairs | 2 hours per month | 1 |
| Eastern North Carolina Healthcare Executives Group | The ENCHEG Local Program Council develops and executes a strategic plan to increase Chapter presence in eastern North Carolina, and hosts educational and networking events within the geographic area. | <ul style="list-style-type: none"> • All activities associated with education and networking events (see above) • Conduct outreach to increase THEF membership in Eastern NC | 5 hours per month, with additional time required in the weeks leading up to and executing LPC sponsored educational events 2-3 times per year. | 3, requires participation in Eastern NC |



Triangle Healthcare Executives' Forum

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Committee Membership Form

Thank you for your interest in joining a Triangle Healthcare Executives' Forum (THEF) 2018 Committee. By joining a Committee, you will play a significant role in shaping the future of our local healthcare industry, and have a lot of fun doing so! Please review the purpose, role, and time commitment for each Committee in the table above, and identify up to two (2) committees of interest. Submit this form to thefnc@gmail.com by **5pm Friday, December 15, 2017**.

ACHE members from across the region served by THEF are encouraged to get involved! With the exception of the Education Committee, many of the Committee volunteer contributions can be successfully achieved virtually with little to no travel required. *Note: Returning Committee Members will not be grandfathered and MUST complete the Committee Membership Form.*

Name: _____

Organization: _____

City, State of Residence: _____

Email: _____

Phone: _____

Use the check boxes to select up to two (2) Committees of interest;

Note: Only identify 2 committees of interest if you intend to serve on BOTH committees.

| | |
|------------------------|-----------------------------|
| Education | Sponsorship |
| Membership | Volunteer |
| Fellowship Advancement | Eastern North Carolina |
| Communications | Healthcare Executives Group |

Briefly describe your interest in the Committee(s) selected.