

# *Chapter Spotlight Series*

# 2022 Chapter Recognition



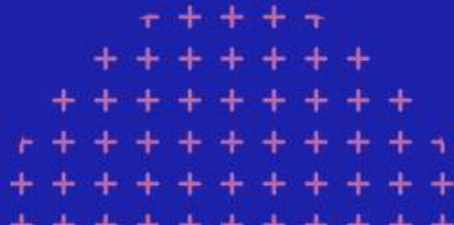
- Iowa
- Maryland
- North Carolina
- Ontario
- Wisconsin



- Dallas-Fort Worth
- Northern Ohio
- South Florida



- Alabama
- Georgia
- National Capital Area
- New England
- New Jersey
- Northern California
- South Carolina



# Chapter Recognition Overview



This program will spotlight the amazing work dedicated volunteers perform every year and illustrate the impact chapters have on the HIMSS mission and the chapter program.



Chapters may be recognized in consecutive years



Submission open August 1 to November 1, 2023



Recognition Levels:  
Bronze, Silver, and Gold



Learn more  
<https://clra.himsschapter.org/awards-0>

# Chapter Recognition

## Bronze Level

- ✓ Chapter must be in **good standing** for the full fiscal year.
- ✓ Meets the minimum requirements: offer **twelve education hours**, distribute **four communications**, and hold **four board meetings**.
- ✓ Meet all expectations established through the HIMSS Governance and Policy Manual.
- ✓ Submitted the **complete HIMSS Accountability Reporting components by each deadline**. (Board List - July 1, Administrative Report - August 1, Financial Report - November 1)
- ✓ Chapter had **representation at the Chapter Leader Exchange**.
- ✓ Chapter board members actively **participate in HIMSS webinar trainings** (a minimum of two board members attend two trainings).

*Chapter Engagement team verifies, no nomination needed.*



# Chapter Recognition

## Silver Level

Submission open August 1, 2023 to November 1, 2023

### Engagement

- ✓ Offers outstanding value to members through **events, education, innovative initiatives, and collaboration** with HIMSS chapters and like-minded organizations.
- ✓ Utilizes **Global Healthy Equity Week and Global Health Conference marketing toolkit** to promote engagement of global HIMSS initiatives.
- ✓ Regularly engage with members through **email and social media channels**.
- ✓ Actively engages in **member recruitment and retention** efforts.
- ✓ **Outreach to students** through mentorship, scholarship, or other engagement opportunities.

### Board Management

- ✓ Chapter has an **onboarding process** for making all members feel welcomed and gives opportunities to engage and volunteer.
- ✓ Chapter has established a successful **board orientation and transition program** that includes training new leadership and provides peer-to-peer mentorship.
- ✓ Follow **financial management best practices**.
- ✓ Clear **committee structure** to cultivate volunteer pipeline and engage members in all facets of chapter development, including micro-volunteer opportunities.



# Chapter Recognition

## Gold Level

Submission open August 1, 2023 to November 1, 2023

### Local Impact

- ✓ Chapter has made a **positive health IT impact** in the chapter territory.
- ✓ Chapter adjusts to change by **innovating programs and improving processes** year over year.
- ✓ Leads initiative or program that provides additional **value to members**.
- ✓ Hosted an event during both **Global Conference and Global Health Equity Week**.

### Positive Outcomes

- ✓ Supports **succession planning** by engaging members and volunteers at different engagement and professional levels.
- ✓ Provides **positive volunteer experience** and board relations for all volunteers.
- ✓ Shown **growth in chapter membership** through meeting or exceeding membership recruitment and retention goals.
- ✓ Utilizes **OA ambassadors** to engage with local organizations and maintain current relationships.

*To achieve Gold Level recognition the chapter must meet Bronze and Silver levels. A short essay is required to justify why the chapter has accomplished this level of recognition.*



# *Member Activities*

June 7, 2023



## ***Committee Structure***

New England  
Liza Cameron and Katie Bethel



## ***Event Checklist***

Northern Ohio  
Clay Teague and Kevin Tambascio

# *Committee Structure*

## **New England**

Katie Bethel and Liza Cameron



**Board of Directors  
2021-2022**



**Joe Heyman, MD**  
*Treasurer*



**Cabbie Harvey**  
*Member At Large*



**Paulo Farqui**  
*Member At Large*



**Amy Chacko**  
*Immediate Past President*



**President**  
**Liza Cameron**  
*Immediate Past  
President  
& Treasurer*



**President Elect**  
**Katie Bethel**  
*President*



**Secretary**  
**Renee Broadbent**  
*President Elect*

**Board of Directors  
2022-2023**



**Liddy Bileck**  
*Secretary*



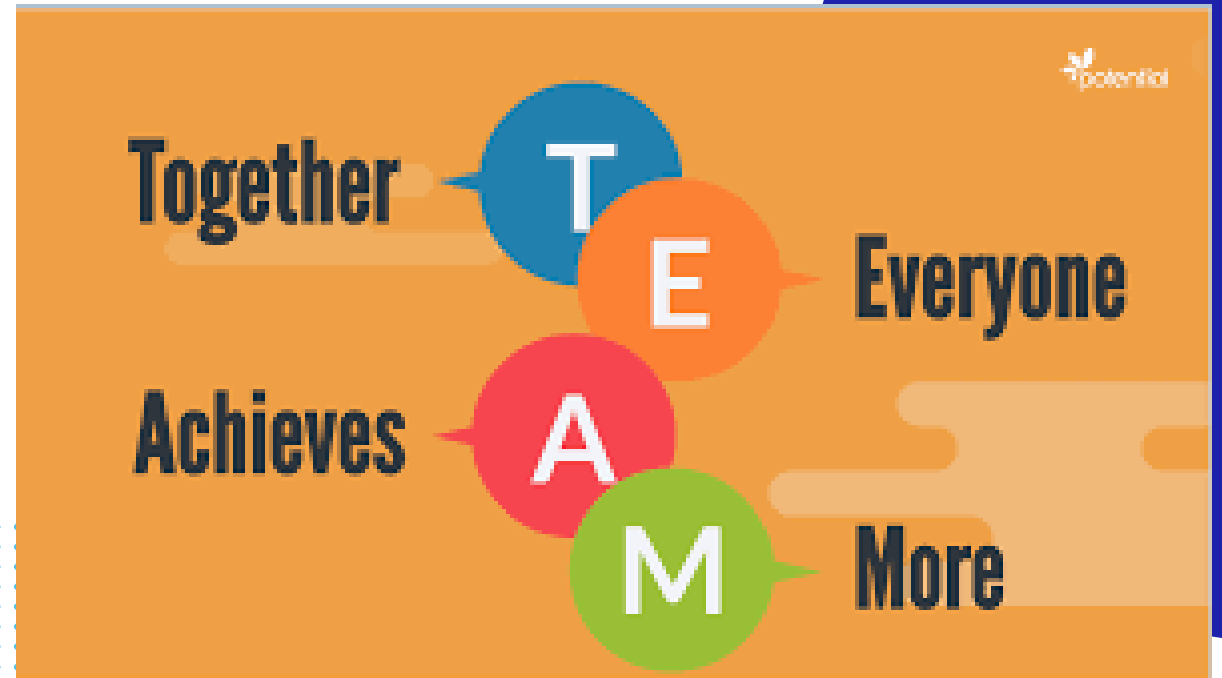
**Mary Griskewicz**  
*Member At Large*



**Bruno Nardone**  
*Member At Large*

# *Committees!*

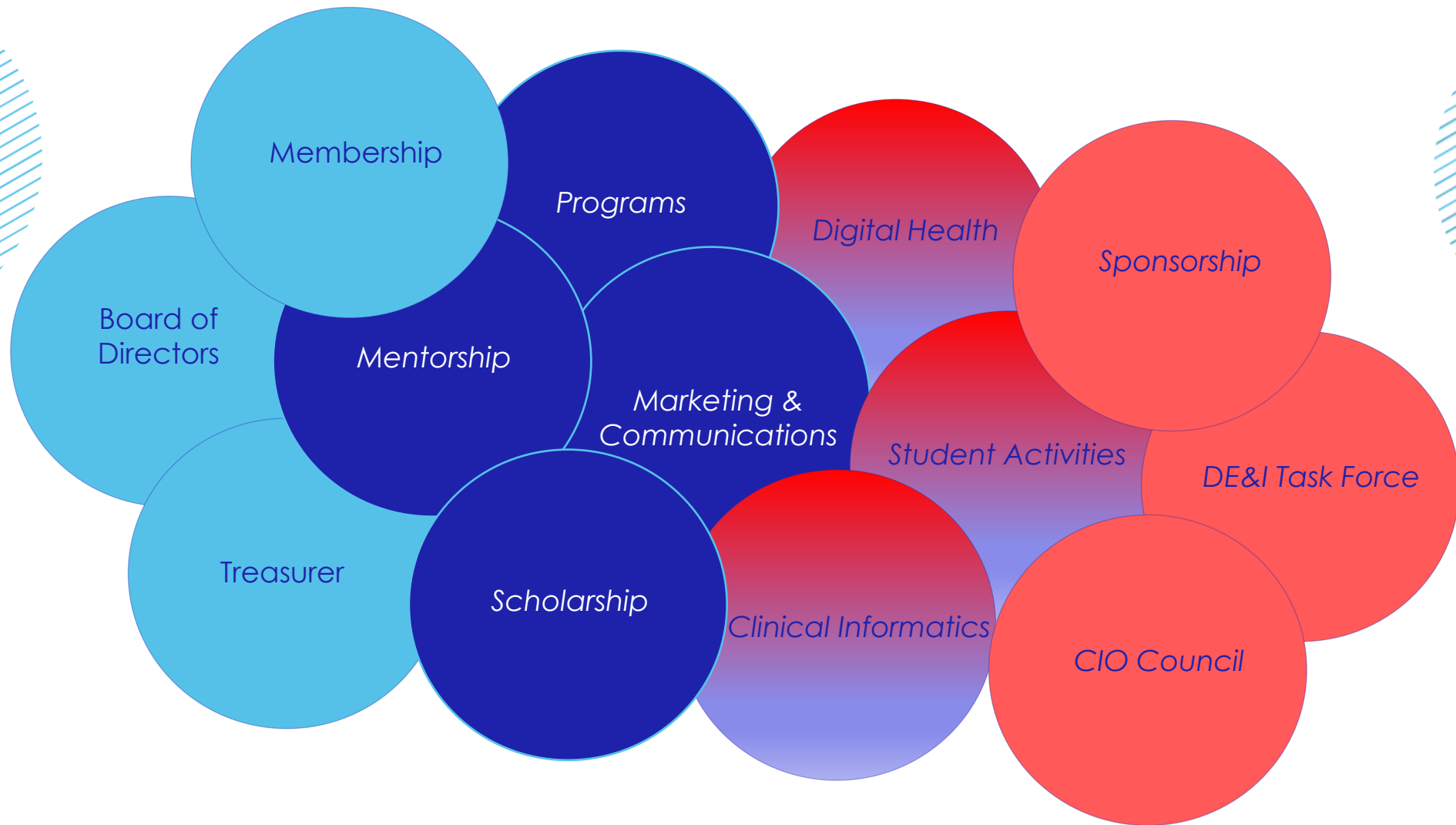
We do it together!



# Committees Working Together



# *New England HIMSS Committees*



# Committee Best Practices



## 1

### Planning

Beginning each year with our Board Kick-Off

- Each committee reviews accomplishments from the prior year and sets their goals for the upcoming year
- Reviewing upcoming goals for each committee at the beginning of the year sets the stage for the areas of collaboration and coordination that will be needed throughout the year

Monthly Board Meetings

- Everyone, chairs and committee volunteers, are invited
- Each committee shares what they are working on
- Identify areas for improvement and collaboration

## 2

### Committee Representation

In order to ensure communication, collaboration, coordination and oversight:

- There is at least 1 member of the Executive Board that is a participant in each of our Chapters committees.
- The Programs Committee has a representative from each of our other committees

# Committee Best Practices

## 3

### *Term Limits and Succession Planning*

*To ensure we are all on the same page*

- *Learn: Our Committee Chairs will often start out as Co-Chair in the current Chairs final term. The goal is for them to get more involved in the day to day in preparation to move into the chair role*
- *Do: Movement from co-chair to the chair role*
- *Teach: In their last term they will mentor and prepare the incoming chair*

*RACI charts for each committee*

*Training materials and cross training amongst volunteers*



## 4

### *Solicit and Recognize*

We try to keep a pulse on needs of our members and sponsors

- Yearly membership and sponsor surveys
- Post program surveys

We recognize achievements of our volunteers and members as well as our sponsors

- Social Media spotlights on sponsors or volunteer/member achievements
- Yearly formal awards at our holiday social
  - Volunteer of the Year
  - Sponsor of the Year
  - Health IT Industry Leader of the Year
- Scholarship program for our student members

*Questions?*



# *Event Checklist*

## Northern Ohio

Kevin Tambascio and Clay Teague



# *Wins*



**Standard Approach and Streamlined Priorities**



**Managing the Budget**



**Board Member Involvement**

# *Struggles*



**PRICING MODEL FOR  
OUR EVENTS**



**HOLDING BOARD  
MEMBERS ACCOUNTABLE**



**KEEPING THE CHECKLIST  
CURRENT AND RELEVANT**

# *Tools that we use*

- **Event Planning Checklist**
- **Scoring sheet**
- **Call for presenters**
- **Templates Acceptance and rejection letters**

# Event Planning Checklist

**HIMSS**  
NORTHERN OHIO  
CHAPTER

**June 2023**  
Conference Planning Activities

Phase 1: Conference Creation	Planning Time	Responsibility	Task Owner	Due Date	STATUS
Appoint Program Coordinator(s)	3 Months Prior	Board	Board	2/28/2023	DONE
Select a Location/Venue	3 Months Prior	Conference Planners	Conference Planners	2/28/2023	DONE
Select Date, Time	3 Months Prior	Conference Planners	Conference Planners	2/28/2023	DONE
Develop Theme for the conference	3 Months Prior	Conference Planners	Conference Planners	3/15/2023	DONE
Determine Presenter Presentation Review Committee	3 Months Prior	Conference Planners	Conference Planners	3/15/2023	DONE
Send out "Save the Date" message	3 Months Prior	Marketing	John	3/24/2023	IN-PROGRESS
Publish Date on the website	3 Months Prior	Marketing	Barb/John	3/15/2023	DONE
Notify HIMSS Nat'l for calendar inclusion	3 Months Prior	Conference Planners	Barb/Chris		
Develop conference format	3 Months Prior	Conference Planners	Conference Planners		
Create a budget (estimate # attendees)	3 Months Prior	Conference Planners	Conference Planners		
Assign Volunteers	1 Month Prior	Conference Planners	Conference Planners		
Call for Presenters	3 Months Prior	Marketing	Marketing	3/15/2023	DONE
Design Sponsor Strategy	3 Months Prior	Conference Planners	Tony		
Extra Events Before/After			Swathi		
Lunch Catering			Swathi		
Determine Charitable fund raising effort	2 months Prior	Board	Swathi		
Phase 2: HOPIN Site Activity	Planning Time	Responsibility	Task Owner	Complete Date	STATUS
Execute marketing/social media strategy	3 Months Prior	Marketing	John P.		
Registration Page Setup			Jeremiah		
Notify HIMSS for need for CPHIMS CEUs	1 Month Prior	Education Chair	Chris		
Load CPHIMS Form Into HOPIN		Education Chair	Chris		
HOPIN Technology Check on-site	2 months Prior		Jeremiah		
Phase 3: Sponsor Management	Planning Time	Responsibility	Task Owner	Complete Date	STATUS
Sponsor Communication	1 Month Prior	Sponsor Chair	Tony		

# Scoring Sheet

Title	Speaker Name(s)	Objectives	Length	Categor	Accept	Accept?	Accept?	Accept?	Accept?	TOTAL

*Questions?*



*Save the Date*

## ***Chapter Spotlight Series #3***

### ***June 21 | Member Engagement***

- Student Engagement
- Member Engagement
- New Members

## ***Chapter Professional Certification Instructor Course***

### ***June 28 | \$99 Webinar and Training Materials***

- Describe the purpose of the HIMSS professional certification program
- Review the application, examination and recertification processes
- Define the train the trainer program
- Orient trainers to the materials available to them
- Define best practices for conducting review courses

# Accountability Reporting Timeline

<http://clra.himsschapter.org/Accountability-Reporting>

