Chapter Spotlight Series

2022 Chapter Recognition
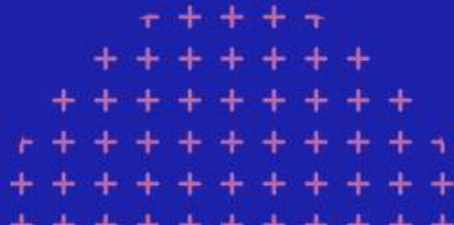
HIMSS CHAPTER 2022 BRONZE RECOGNITION

- Iowa
- Maryland
- North Carolina
- Ontario
- Wisconsin

HIMSS CHAPTER 2022 SILVER RECOGNITION

- Dallas-Fort Worth
- Northern Ohio
- South Florida

HIMSS CHAPTER 2022 GOLD RECOGNITION

- 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.

HIMSS™

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.

HIMSS™

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

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.

HIMSS

Board Practices

May 24, 2023

Handbook and Policies
National Capital Area
Ann Wolford-Connors

Onboarding Processes
Georgia
Sepi Browning

Tech Tools
Northern California
Bridget Burke

Event Collaboration
New Jersey
Bryan Welsh

HIMSS

Handbook and Policies

National Capital Area

Ann Wolford-Conners

HIMSS

Handbook

Problem: Our handbook was 5 years old and described our chapter and board member roles and time commitment but was out of date and no longer accurate.

Goal:

Defining Committee roles

Ensuring the lanes of responsibility were clear

Realistic time commitment

Governance was clearly defined

Policies

Problem: Sponsorship policy did not exist and there was confusion about when we put a sponsor on our program sides.   The individuals that needed the same information (Sponsorship, Program, Treasure and Admin staff) were not getting it.

Solution

Who agreed to Sponsor our chapter?

When were they invoiced?

When did they pay?

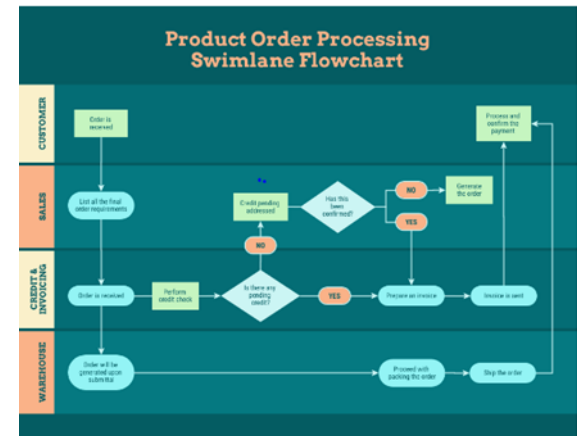When was the money deposited?

Why?

We needed to place the sponsors logo on our slides

We wanted to recognize the sponsor

All sponsors would get a minute during a program to speak

Balance our books

So, each committee impacted would be on the same sheet of music

Onboarding Processes

Georgia

Sepi Browning

HIMSS

BOD Onboarding – Thought Sharing

Rule of Thumb

- Keep it Simple

- Operationalize it

- Keep Updating the Living Document (YES, it's a living document)

3 Phases

- Pre-Onboarding

- Onboarding

- 30-45 days Post Onboarding

Concepts to Include Per Section: Pre-Onboarding Session

- Bio/Pic for Website

- Preferred contact information for board

- Signing of required documents (Code of Ethics/Conflict of Interest Form)

- Name Tags (If applicable)

- Email Signature Standard/Appropriate Use of BOD Title and Chapter Logo

- Group Email Communication Email Address

- Social Media Information/Ensure all BOD have joined the Social Media Tools

HIMSS

Virtual/Real-Time Onboarding (30 min session)

- Standard Operating Procedures

- Policy and Procedures (Travel Reimbursement and Bylaws)

- Tools used by chapter (username/pw and when to use what tool)

- Local Website Orientation

- Newsletter Due Dates/Process

- Chapter Leader Website & Other HIMSS tools

- Chapter Logo & Templates - Appropriate Use

HIMSS

30-45 days Post Onboarding

Appropriate time to reach out to all new BOD Member's, and ensure they have what they need in the new role to be successful.

- Confirmation that the Chair and Co-Chair have made contact and working on a common goal.

If the above has not yet occurred –

- One should initiate a joint conversation to aid and support in the level setting and common next steps of that committee or individual.

HIMSS

Tech Tools Best Practices

Northern California

Bridget Burke

Chapter Tools: *Overview*

	HIMSS Free		**Alternatives**	**Considerations**
File Storage	**OneDrive**	HIMSS Manages Access	**Google Drive**	Ownership, Access Rights
Website	**Drupal**	HIMSS Design Template	**Squarespace**	Design Flexibility, Chapter Personality
Email	**Rackspace**	@himsschapter.org	**Gmail**	Ownership, Access Rights
	Marketo	Built into Website	**Constant Contact**	Members vs. Non-Member Lists
Election Polling	**Drupal**	Built into Website	**Constant Contact**	Customization, Statistics, Tracking
Meetings (Virtual)	**Zoom**	Meetings	**Google Meet**	Ownership, Access Rights, Cost
Events (Virtual)	**Zoom**	Webinars	**Zoom Events**	Conferences, Registration, Payment
Event Registration	**Drupal**	Free Events via Website	**Eventbrite**	Customization, Payment, Hybrid: In-Person & Virtual
Event Marketing	**Drupal**	Website Event Page	**Canva**	Design, Scheduling, Team Access
Social Media	**Accelerate**	Chapter Area	**LinkedIn, Twitter, YouTube**	Ownership, Access Rights, Monitoring

HIMSS

Chapter Tools: *Users*

Tool Type	Suggested Users	Not Recommended
File Storage	Secretary (Owner), All Board Members	All Volunteers
Website	Secretary (Owner), Marketing Chair and Vice Chair, President	Non-Board Volunteers
Email (HIMSS)	Secretary (Owner), Forward to Chairs, Vice Chairs, President	Non-Board Volunteers
Email (External)	Secretary (Owner), Marketing Chair, Vice Chair, President	Non-Board Volunteers
Meetings (Virtual)	Secretary (Owner), President	Non-Board Meetings
Events (Virtual)	Secretary (Owner), Programs Chair, President	Non-Board Volunteers Virs
Event Marketing	Secretary (Owner), Marketing Chair, Vice Chair	Non-Board Volunteers
Social Media	Secretary (Owner), Marketing Chair, Vice Chair, President	Non-Board Volunteers
Bank Account	Treasurer (Owner), President, President-Elect	Non-Board Volunteers
QuickBooks Online	Treasurer (Owner), President, President-Elect	Non-Board Volunteers
Stripe	Treasurer (Owner), President, President-Elect	Non-Board Volunteers

HIMSS

Chapter Tools: *Best Practices*

Evaluate

- Evaluate tools for functionality, ease of use, security, support, cost.
- Evaluate your team's skill level and time available to learn tools.

Select

1. Prioritize tool options based on your team's user skill level and time available to learn.
2. Select tools based on user skills then on functionality, cost, etc.

Train

- Conduct tools training in July and Aug for all board members.
- Provide quarterly tools training refresher sessions.

Review

- Review tools annually in June.
- Assess skills and time of new users to learn your existing tools.
- Evaluate/select new tools that fit with the team's ability and time.

Require

- Require all voting board members to attend training in July/Aug as well as quarterly refreshers.
- Every team should have two users that know how to use the tools.

Summary

- Tech tools are sexy, it is easy to be seduced by features. Keep it simple. Focus on your team's ability, time, operational consistency and stability.

HIMSS

Thank You!

Questions & Suggestions:

Bridget Burke
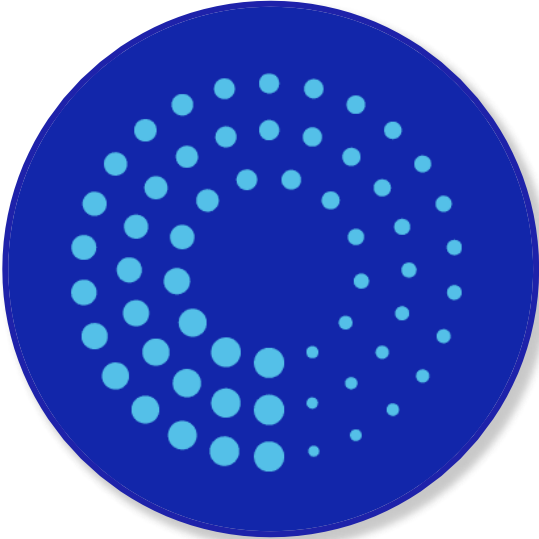
Founder & Principle Investigator
BridgetLab.ai
Bridget@BridgetLab.ai

HIMSS

Event Collaboration

New Jersey

Bryan R Welsh, MS, BBA, PMP, CIIP,
BRMP, SMS

HIMSS

Overview

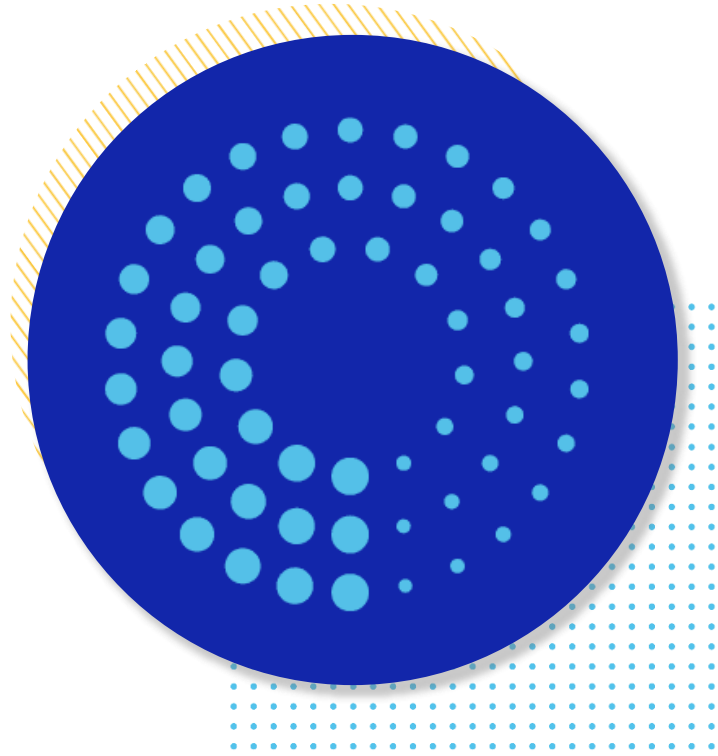**HIMSS Chapters**

Membership

Industry Partners

Community

HIMSS Chapter Collaboration

Partner with HIMSS chapters to drive the mission and achieve mutual goals

- **Regional Chapter Partnerships**

- **HIMSS Global Conference**
  - Chapter luncheon co-hosted with the Delaware Valley and New York State Chapters

- **Regional Events**
  - Fall conference in Atlantic City, NJ co-hosted with the Delaware Valley Chapter

HIMSS

Membership

Engage with members to ensure their voices are heard and programming is valuable

- **Personalized Outreach**
  - Surveys and personal feedback
  - Board member communications

- **Networking Events**
  - Centralized locations
  - Mix of education and fun

- **New Jersey Relevant Topics**

- **Podcasts & Webinars**
  - Customer stories and perspectives

HIMSS

Industry Partners

Partner with industry to enhance programming, member engagement, and understand trends
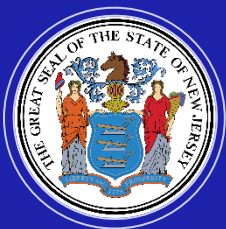
- **Member Engagement**

- **Valuable Opportunities**
  - Event perks for becoming a sponsor of the Chapter

- **Podcast & Webinars**
  - Industry stories and perspectives

- **Other NJ Healthcare Organizations**

HIMSS

Community

Engage with organizations, non-profits, and government to build stronger and healthier communities

- **NJ Pathways Program**
  - Career development
  - Certification prep courses
    - CAHIMS & CPHIMS

- **Apprenticeship Programs**

- **Statewide Initiatives**

- **Healthcare IT Grants & Funding**

- **Maternal Action Plan**

Questions?

Save the Date: Chapter Spotlight Series

2 *June 7 – Member Activities*
- Committee Structure
- Event Checklist

3 *June 21 – Member Engagement*
- Student Engagement
- Member Engagement
- Chapter Collaboration
- New Members

HIMSS

https://clra.himsschapter.org/Events/index.aspx

Accountability Reporting Timeline

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

Submission Schedule

Due by July 1

Report:
Board List

Recommended submitter:
Secretary

Due by August 1

Report:
Administrative

Recommended submitter:
President & Past President

Due by November 1

Report:
Financials

Recommended submitter:
Treasurer

HIMSS