



Local Program Councils

In some states, or other large geography with separate densely populated areas, the chapter may choose to adopt a multiple market chapter model. In this model for chapter organization, the Chapter Board of Directors serves as the governing board for a broad area. The chapter then forms *local program councils* to conduct education and networking events at the local level. Typically, the local program councils' functions and authority are defined in the chapter Bylaws and they usually have representation on the Chapter Board. The functions of local program councils should be precisely defined to insure that each level of the organization is appropriately tasked and prepared for success. The area-wide organization, represented by the Chapter Board of Directors, is typically responsible for organizing area-wide education and networking events, production of an area-wide newsletter, maintenance of the chapter website, and other area-wide services.

If in a state that has only one chapter and the group does not feel capable of effectively providing service to the larger area, the chapter can cover the entire state by developing local program councils to deliver some programs/services to other areas in the state.

Sample duties of the local program councils could include the following:

- Organize and conduct two education and networking events per year;
- Organize and conduct one advancement information session per year in the local area;
- Recruit new chapter members from the local area;
- Supply a quarterly schedule of events to the chapter-wide newsletter editor for inclusion in the newsletter or for posting on the chapter website;
- Supply a brief news article about people and events in the local area each quarter.

The advantages of this approach are:

- The chapter is able to perform a number of administrative functions more efficiently than each individual council might be able to do. Typically, this includes management of the chapter membership database, production of the chapter newsletter, production of a member handbook, etc.
- Chapter members are well-served because education and networking programs are delivered locally thereby reducing the travel and time constraints that many members experience with larger chapter-wide meetings.
- Chapters with multiple markets will be able to use the ACHE Category I education-in-a-box program in each of the markets.

Five Step Process:

Step 1: Determining Where Local Program Council(s) should be developed. (*Chapter*)

- Locate where affiliates live/work
- Locate metropolitan areas
- Select location(s) for Local Program Council(s)

- Determine Local Program Council's relationship with the Chapter Board (will Council Chair serve on the Board?)

Step 2: Recruitment of Local Program Council Chair and Members (*Chapter & Local Program Council*)

- Determine number of members for Council
- Work with Regent and Regent's Advisory Council to recruit Council Chair
- Work with Council Chair, Regent and RAC to recruit members
- Determine funding for Local Program Council activities

Step 3: Orientation of New Local Program Council Members of their Responsibilities (may include Chair meeting the Board, or attending the Board meeting and the Chair becoming a Board member-term limit) (*Chapter & Local Program Council*)

- Review scope and responsibilities of Local Program Council
- Review relationship with Chapter
- Review Council's program planning and communication responsibility to the Chapter

Step 4: Planning Program(s) in Local Area (*Local Program Council*)

- Council authorized to begin planning for programs and services
- Council begins planning stage with survey of affiliate needs to determine appropriate programming

Step 5: Conducting and Evaluating the Local Program. (*Local Program Council*)

- Council conducts programs and services with evaluations by participants

Sample Job Descriptions:

Local Program Council Chair: The Council Chair is the leader of the Local Program Council and is responsible for calling and presiding at Council meetings. The Council Chair also provides direction and coordination for local programs and services and communicates regularly with the Chapter President and Board. The Local Program Council Chair may also serve on the Chapter Board, at the discretion of the Chapter.

Responsibilities:

- Monitor the progress of Local Program Council goals.
- Arrange and call all meetings of the committee members.
- Serve as the primary spokesperson for the chapter within the Local Program Council community and as a liaison with Chapter.
- Preside over all Local Program Council business meetings.
- Conduct meetings, formulate ideas, and delegate responsibility.
- Uphold the chapter's policies and procedures handling problems, and address issues among chapter members.
- Inform Chapter of upcoming programs/recruitment efforts.
- Maintain accurate records of the Local Program Council's financial status and pay bills approved by the chapter's board of directors.
- Record minutes of all Local Program Council meetings and mail copy of minutes to the Chapter President.

- Responsible for notification of upcoming Local Program Council events in the chapter's quarterly newsletter.
- Serve as a full voting member of the board and advise various committees, as assigned.

Local Program Council Education Chair: The Local Program Education Chair the development and implementation of a local needs survey and local programming working in conjunction with the Local Program Council Chair and Council members.

Responsibilities:

- Develop the Local Program Council education programs of the chapter and identify key issues/topics to be addressed.
- Select, invite, and follow up with faculty to ensure their participation.
- Research sites for events and follow through on all of the obligations of the contract made with the site at which the program will be held.
- Coordinate education needs survey of Local Program Council.
- Create promotional pieces to publicize event and registration forms.

Local Program Council Membership/Advancement Committee Chair: The Local Membership Chair provides leadership to the Local Council in developing member recruitment and promoting the Chapter and local programming in the area.

Responsibilities:

- Promote the chapter and ACHE to area healthcare executives. Send out applications, follow-up.
- Promote and market ACHE membership among chapter members who are not ACHE affiliates and throughout the chapter's geographic area.
- Promote ACHE advancement within the chapter.
- Work with Local Program Council Education Program chair to develop programs to attract new members