



Triangle Healthcare
Executives' Forum

An Independent Chapter of



American College of
Healthcare Executives
for leaders who care®

Call for 2019 Board Nominations

PURPOSE

The Triangle Healthcare Executives' Forum of North Carolina (THEF) is accepting nominations for 2019 Board positions. Positions and key position-specific responsibilities are as follows. [See appendix for details.](#)

[Click here to access the Nomination Form.](#)

A President-Elect candidate must be a member of THEF who has completed at least one term as a Treasurer, Secretary, Chair or Director.

President-Elect Lead the development/update of the Strategic Plan, represent the Chapter in the President's absence, assist the President in serving as an ad hoc member of THEF Committees, and assume the office of President at the expiration of the President's term.

Treasurer, Secretary, Chair and Director candidates must be members of, and have completed at least one year of membership with, THEF or another ACHE chapter.

Treasurer Act as the Chief Financial Officer for the Chapter, develop the annual budget, pay bills, and prepare and file financial reports.

Secretary Maintain records and rosters for the Chapter, take and distribute meeting minutes, and maintain all Chapter-related documents.

Education Committee Chair Lead the Education Committee in developing the Chapter's education programs to include content, panel coordination and event logistics, and meet Chapter educational program goals.

Membership Committee Chair **This position will be filled by the 2018 Chair-Elect and is not open to nominations**
Lead the Membership Committee in developing initiatives to recruit and retain Chapter members, design and host networking events, and meet Chapter goals for membership growth.

Membership Committee Vice Chairs (NEW!) Work with the Membership Committee Chair in leading the (1) development of initiatives to recruit and retain Chapter members and pilot a Diversity & Inclusion program (Vice Chair – Outreach), or (2) design and execute networking events (Vice Chair – Events), and meeting Chapter goals for net membership growth.

Membership Committee Student Chair	In collaboration with the Membership Committee Chair, lead Membership Committee initiatives to engage and support student members, and interface with local universities to promote student membership. <i>This position will be filled by a current ACHE Student Associate in good standing with their university.</i>
Fellowship Advancement Committee Chair	Lead the Fellowship Advancement Committee as a resource for Chapter members interested in and eligible to advance to Fellow, conduct outreach to promote the Fellow credential, design and implement initiatives to help members navigate the path to Fellow, and meet Chapter goals for fellowship advancement.
Communications Committee Chair	Lead the Communications Committee in developing a Communications Plan that informs Chapter members and the local healthcare community of upcoming Chapter programming, publish a quarterly newsletter, and maintain the Chapter website, social media accounts and announcements.
Sponsorship Committee Chair	Lead the Sponsorship Committee in developing annual sponsorship goals that support the Chapter budget, proactively communicate the value of sponsorship to current and potential sponsors, and secure sponsorship commitments.
Mentor Program Chair (NEW!)	Lead the Mentoring Committee in developing the Chapter's 2019 Mentor Program to include planning, interviewing candidates, monitoring progress, and capturing lessons learned to inform continuous improvement.
Physician's Group Chair (NEW!)	Design and launch the Chapter's Physician's Group as a resource for experienced, new and transitioning Physician leaders. <i>This position will be filled by a Physician or a healthcare leader with significant professional experience working directly with Physician Groups.</i>
Director, Eastern North Carolina Healthcare Executives Group	Lead the Local Program Council in developing and executing a strategic plan to increase Chapter presence in eastern North Carolina, and host educational and networking events within the geographic area. This role may be filled by one individual, or two individuals representing the greater Greenville, NC area and the greater Jacksonville, NC area.
Members at Large candidates must be members of THEF and have completed at least one term as a THEF Board member within the past 5 years.	
Member at Large (NEW!)	Serve as liaison between general membership and the Board, mentor Committee Chairs, and seek out strategic partnerships to enhance the Chapter's presence within the local healthcare community and ACHE.

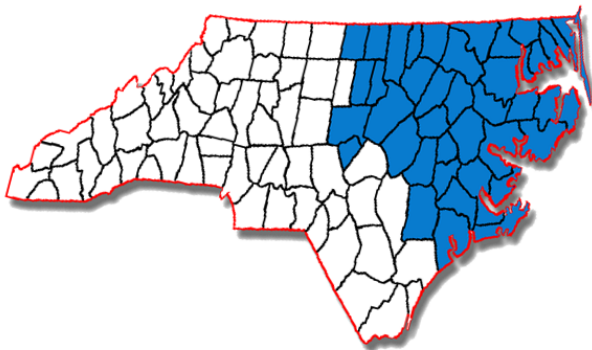
All Board members, regardless of position, are expected to:

- Contribute to organizational planning and program execution, both strategically and tactically.
- Promote the Chapter and enhance the Chapter's standing in the local healthcare community.
- Attend Board meetings and Chapter events.
- Assist in fundraising and sponsorship efforts.
- Proactively engage each other and Committee members in a 'Leader – Leader' approach to board and committee management to ensure a meaningful service experience and successfully executed programs.
- Remain in good standing with the American College of Healthcare Executives (ACHE).

Elected Committee Chairs will participate in designing the THEF 2019 Call for Committee Members to include determining an appropriate committee size and desired committee member skill sets.

BACKGROUND

THEF is an official chapter of the 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 facilitating professional development for healthcare leaders in the region and preparing them to shape local, regional and national healthcare management practices. THEF serves nearly 600 ACHE members across 41 North Carolina counties.



THEF Chapter Service Region
(blue)

THEF is a nonprofit membership association managed by elected, all-volunteer Officers and Committee Chairs who are referred to as the Board. The Board assumes authority and responsibility for supervising the general operation of the chapter in meeting its goals and objectives. The Board must both guide and prepare the chapter for the future while providing successful programs right now. Additional description of chapter governance can be found at <http://www.ache.org/pdf/secure/chapters/chaptergovernancemanual.pdf>.

Board members serve a term on one year beginning January 1, 2019 and ending December 31, 2019. Some contribution to 2019 program planning will be required November through December 2018. Board members may be re-elected to the same position for up to three sequential terms.

APPLICATION REQUIREMENTS

To be considered for a 2019 Board member position, a Nomination Form should be completed by **5pm Monday, September 10, 2018**. Applicants are self-nominated. Up to two (2) Board positions of interest may be indicated on the application form. [Click here to access the Nomination Form](#)

NOMINATION CRITERIA

General requirements and preferred attributes that will be used in the nomination process include:

Membership Status

Board members must be active members in good standing with the ACHE. “Active” means participation in chapter events and / or serving on a committee. “Good standing” means the nominee is current on his / her annual membership dues and has not violated the ethical standards of the ACHE.

Basic Knowledge of ACHE	Board members must have knowledge of the purpose and structure of the ACHE at both the national and local level.
Service / Availability	All Board members should have availability to attend up to 12 board meetings annually (preferably in person, and alternatively via telecon/web-based), regularly attend chapter events (2-3 networking events and 5-6 education events offered annually) and attend the half day or evening Strategic (November 2018) and Operational (January 2019) Planning Retreats. Committee Chairs should also have availability to coordinate and lead Committee meetings monthly or as needed (via telecon or face-to-face) and execute responsibilities under their purview as estimated in the Call for 2019 Board Nominations.
Value Proposition	Board members should possess qualities that will enhance the Chapter within the local healthcare community and within the ACHE organizational structure and bring new ideas for Chapter operations and innovation.
Fellow Certification	While NOT REQUIRED, it is highly desirable for board members to be Fellows of the American College of Healthcare Executives (FACHE), or actively pursuing the credential.

TIMELINE

Call for nominations released	August 23, 2018
Call for nominations closed	September 10, 5pm
Nominating Committee review	September 11 - 17
General Membership vote (if applicable, see PROCESS)	September 24 – October 11
2019 Board Announced	If no membership vote – September 25 If membership vote – October 18
Strategic Planning Retreat, Board Transition	evening November 15, or half-day November 16 (selected by consensus)

PROCESS

The Call for 2019 Board Nominations is sent to all THEF members via email and posted to the THEF website. The Call contains a link to a Nomination Form to be filled out electronically no later than the application submission deadline of **5pm, September 10, 2018**. Up to two (2) Board positions of interest per nominee may be indicated on the nomination form.

A Nominating Committee comprised of the 2018 President and President-Elect will review all nominations considering the nomination criteria described above AND overall Board composition. The goal is placement of the right people in the right positions, while also promoting diversity and balanced representation from organizations across the healthcare community served by THEF.

The Nominating Committee will present a proposed slate of **qualified** Board members to the General Membership, and call for a majority vote on specific positions, as necessary. A General Membership vote will be called for when:

President-Elect, Treasurer and Secretary positions

There are two or more qualified candidates for a position on the slate of qualified Board member candidates proposed by the Nominating Committee.

Committee Chair or Director positions

There are two qualified candidates for a position on the slate of qualified Board member candidates proposed by the Nominating Committee, and co-leadership by a Co-Chair, Vice Chair or Chair-Elect* is not appropriate for the Committee.

OR

There are three or more qualified candidates for a position on the slate of qualified Board member candidates proposed by the Nominating Committee.

**The Nominating Committee may propose a Co-Chair, Vice Chair or Chair-Elect position for Committee leadership, as appropriate. If a Co-Chair is proposed, this individual will jointly lead the 2019 Committee. If a Vice-Chair is proposed, this individual will lead a component of the 2019 Committee. If a Chair-Elect is proposed, this individual will assist the Chair in leading the 2019 Committee and be the preferred Chair nominee for the 2020 Committee, to promote continuity and succession planning.*

If nominations for any Board position are insufficient in quantity or quality to propose a complete Board, the Nominating Committee reserves the right to perform targeted outreach to fill the position. This may involve suggesting an alternative role to an existing nominee that was not initially indicated as a Board position of interest, or further engagement with general THEF membership.

Questions regarding the nomination process should be directed to Heather Wargo, THEF 2018 President-Elect, at admin@thefnc.ache.org or hlwargo@gmail.com. Please state 'Call for 2019 Board Nominations' in the subject line of the email. Allow 24 hours for response.

[Click here to access the Nomination Form](#)

Want to engage in Chapter Service, but a Board position is not right for you? Consider joining a Committee! Committee member contributions are those outlined in the Appendix, with a lesser time commitment. Watch for the THEF Call for Committee Members to be released later this fall.

APPENDIX: Detailed Board Position Descriptions and Time Commitments

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Board Position	Purpose of the Committee (if applicable)	What You Will be Doing as the 2019 Board Member in the Identified Role	Approximate Time Commitment (does not include event or Board meeting attendance)
President-Elect	N/A	<ul style="list-style-type: none"> • Lead the annual update to the THEF Multi-Year Plan • Represent the Chapter in the President’s absence • Assume the office of President at the expiration of the President’s term • Advise and coach Committees to ensure programming is in alignment with current and future year strategic goals • Assist the President in serving as an ad hoc member of THEF Committees • Identify and lead special projects, if applicable <p><i>Candidates must be members of THEF who have completed at least one term as a Treasurer, Secretary, Chair or Director.</i></p>	12 hours per month, variable by week
Treasurer	N/A	<ul style="list-style-type: none"> • Act as the Chief Financial Officer for the Chapter • Develop the annual budget • Track and report expenditures monthly • Ensure the cost of Chapter programming is within budget • Pay bills • Prepare and file financial reports including the annual IRS Form 990 • Design and launch a Corporate Discount Program with the support of Members at Large <p><i>Successful candidates will be familiar with budgeting processes and comfortable working in Microsoft Excel.</i></p>	8 hours per month
Secretary	N/A	<ul style="list-style-type: none"> • Maintain records and rosters for the Chapter • Record and distribute meeting minutes • Maintain all Chapter-related documents • Maintain Chapter Board Manual • Serve as Subject Matter Expert on Chapter Bylaws and ACHE guidance and policies <p><i>Successful candidates will have an ‘attention to detail’ mindset and be familiar with Robert’s Rules of Order.</i></p>	6 hours per month

Board Position	Purpose of the Committee (if applicable)	What You Will be Doing as the 2019 Board Member in the Identified Role	Approximate Time Commitment (does not include event or Board meeting attendance)
Education Committee Chair	Develop the Chapter’s education programs to include content, panel coordination and event logistics, and meets Chapter educational program goals.	<p>Lead and/or delegate the following:</p> <ul style="list-style-type: none"> • Event preparation, management, review and reporting • Collaborate on panel discussion topic selection • Identify leaders in the community to serve on expert panels • Discussion panel coordination • Contract with event venues and manage event site logistics • Revisit approach to education events to maximize hours and attendance by increasing CEs awarded per event, cohosting with strategic partners, remote broadcasting, and balancing schedule over all four quarters • Publish 2019 event calendar by January 31, 2019 <p><i>Successful candidates will have well-developed organizational, planning and delegation skills; a keen awareness of local healthcare trends and issues; and connections to key leaders.</i></p>	10 hours per month, with additional time required in the weeks leading up to and executing educational events ~5 times per year.
Membership Committee Chair, Vice Chairs, Student Chair	Develop initiatives to recruit and retain Chapter members, design and host networking events, and meet Chapter goals for membership growth and networking performance.	<p>Lead and/or delegate the following:</p> <p>Vice Chair - Events</p> <ul style="list-style-type: none"> • Event preparation, management, review and reporting • Contract with event venues and manage event site logistics • Pilot short programming to bring meaning to networking events without losing the casual format • Secure strategic partners as event co-hosts • Publish 2019 event calendar by January 31, 2019 <p>Vice Chair – Outreach</p> <ul style="list-style-type: none"> • Develop and execute initiatives to recruit and retain Chapter members • Conduct personal outreach to welcome new members • Pilot a Diversity & Inclusion program <p>Student Chair</p> <ul style="list-style-type: none"> • Design and lead one program to engage and support student members • Interface with local universities • Promote student membership 	8 hours per month, with additional time required in the weeks leading up to and executing networking events 2-3 times per year.

Board Position	Purpose of the Committee (if applicable)	What You Will be Doing as the 2019 Board Member in the Identified Role	Approximate Time Commitment (does not include event or Board meeting attendance)
Fellowship Advancement Committee Chair	Serve as a resource for Chapter members interested in and eligible to advance to Fellow, conduct outreach to promote the Fellow credential, design and implement initiatives to help members navigate the path to Fellow, and meet Chapter goals for fellowship advancement.	<p>Lead and/or delegate 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 and deliver BOG Exam Review Webinar Series twice per year • Conduct outreach to advancement eligible THEF members via phone, email, and at education events • Maintain an awareness of and acknowledge new and recertified Fellows throughout the year • Offer a scholarship to an ACHE BOG Exam Review Course • Plan and host a local Convocation Ceremony for new 2019 Fellows • Pilot a ‘FACHE Friends’ program that pairs THEF members actively working toward Fellow 	6 hours per month
Communications Committee Chair	Develop a Communications Plan that informs Chapter members and the local healthcare community of upcoming Chapter programming, publish a quarterly newsletter, and maintain the Chapter website, social media accounts and announcements.	<p>Lead and/or delegate the following:</p> <ul style="list-style-type: none"> • Develop Communications Plan to include strategic initiatives for targeted communications • Survey THEF Membership to assess effectiveness of current Chapter communications and design a more streamlined communication approach • Coordinate newsletter content and assemble a content-rich Quarterly Newsletter • Interview a minimum of 1 THEF member per quarter and write ‘Member Spotlight’ for Quarterly Newsletter • Design and maintain publication of a biweekly Chapter announcement for streamlined communications • Explore website redesign with improved user interface and content • Maintain website with upcoming events and committee input • Maintain THEF’s social media presence <p><i>Successful candidates will have well-developed communication skills and a penchant for information technology or marketing. Familiarity with</i></p>	6 hours per month, with additional time required leading up to publication of the quarterly newsletter.

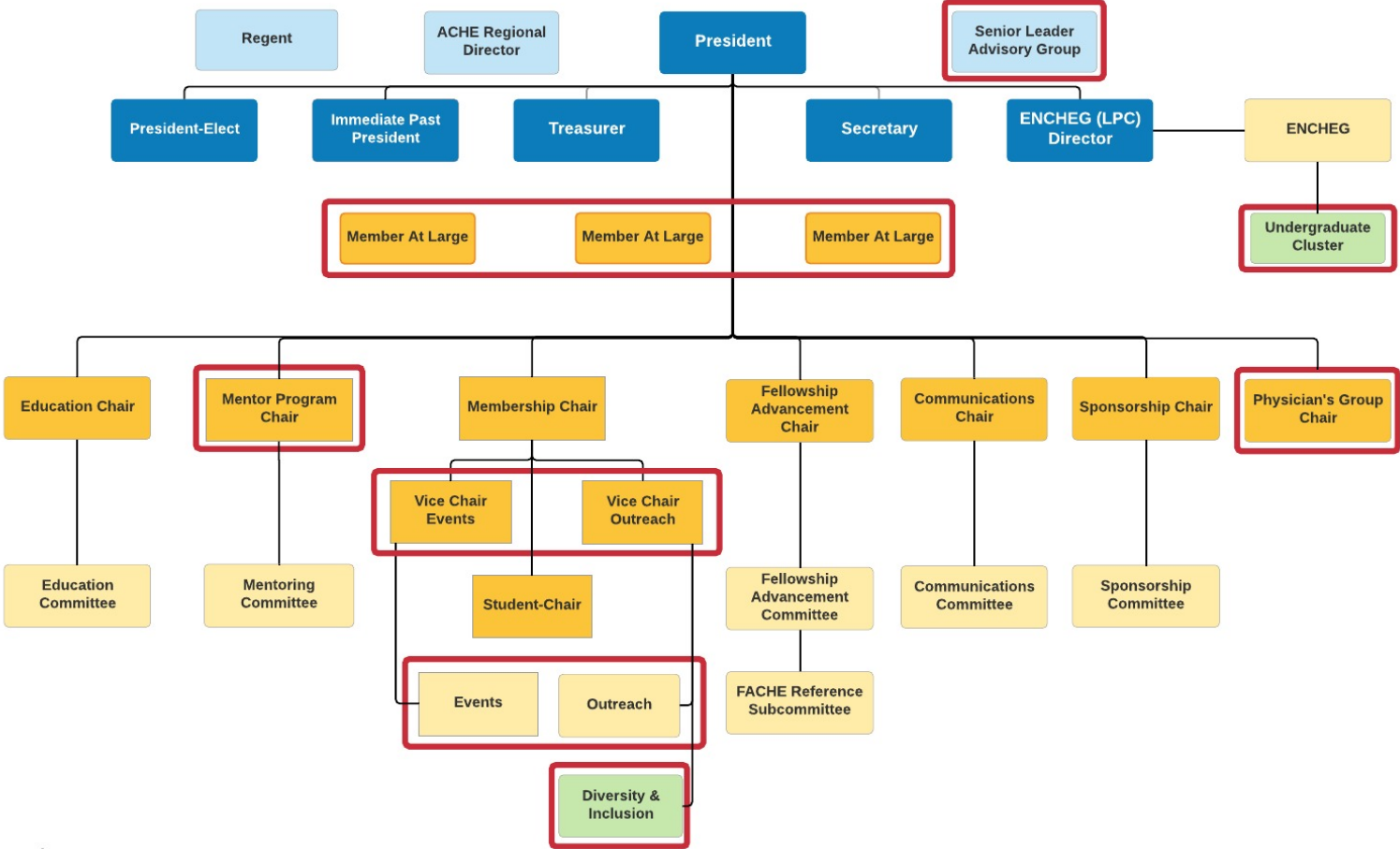
Board Position	Purpose of the Committee (if applicable)	What You Will be Doing as the 2019 Board Member in the Identified Role	Approximate Time Commitment (does not include event or Board meeting attendance)
		<i>WordPress, EventBrite, MailChimp or CommPartners NewsManager are helpful but not required.</i>	
Sponsorship Committee Chair	Develop annual sponsorship goals that support the Chapter budget, proactively communicate the value of sponsorship to current and potential sponsors, and secure sponsorship commitments.	Lead and/or delegate the following: <ul style="list-style-type: none"> • Evaluate and redesign Sponsorship tiers and benefits • 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 	4 hours per month
Mentor Program Chair	Develop the Chapter's Mentor Program to include planning, interviewing candidates, monitoring progress, and capturing lessons learned to inform continuous improvement.	Lead and/or delegate the following: <ul style="list-style-type: none"> • Publicize the program • Invite Mentors and Mentees via online survey • Conduct mentor and mentee interviews and match pairs • Host events for program kick-off, mid-program gathering and wrap-up • Monitor monthly reports for completion and quality • Recognition of participants 	4 hours per month, with additional time required in the weeks leading up to program kick-off.
Physician's Group Chair	Design and launch the Chapter's Physician's Group as a resource for experienced, new and transitioning Physician leaders.	<ul style="list-style-type: none"> • Identify and recruit members • Define group purpose and structure • Develop and execute relevant programming <p><i>This position will be filled by a Physician or a healthcare leader with significant professional experience working directly with Physician Groups.</i></p>	8 hours per month

Board Position	Purpose of the Committee (if applicable)	What You Will be Doing as the 2019 Board Member in the Identified Role	Approximate Time Commitment (does not include event or Board meeting attendance)
Director, Eastern North Carolina Healthcare Executives Group	Develop and executes a strategic plan to increase Chapter presence in eastern North Carolina, and host educational and networking events within the geographic area.	Lead and/or delegate the following: <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 • Launch an Undergraduate Cluster program <p><i>This role may be filled by one individual, or two individuals representing the greater Greenville, NC area and the greater Jacksonville, NC area.</i></p>	8 hours per month, with additional time required in the weeks leading up to and executing LPC sponsored educational or networking events 2-3 times per year.
Member at Large	N/A	<ul style="list-style-type: none"> • Serve as liaison between general membership and the Board • Mentor Committee Chairs • Attend programs hosted by membership associations and other organizations with a similar mission to seek out strategic partnerships that will enhance the Chapter’s presence within the local healthcare community and ACHE • While not a Committee, Members at Large will coordinate activities to avoid duplication of effort and maximize value to the Chapter <p><i>Candidates must be members of THEF and have completed at least one term as a THEF Board member within the past 5 years. The number of Member at Large positions filled will be determined by qualified interest.</i></p>	5 hours per month

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[Click here to access the Nomination Form](#)

THEF PROPOSED 2019 BOARD



Legend:

Officers	Committees	Support / Advisory Role
Board Member Positions	2019 Pilot Program	New