



Triangle Healthcare
Executives' Forum

An Independent Chapter of



American College of
Healthcare Executives
for leaders who care®

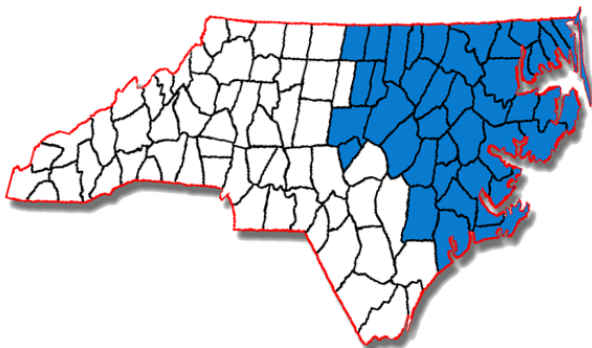
Call for 2019 Committee Members

PURPOSE

The Triangle Healthcare Executives' Forum of North Carolina's (THEF) 2019 Board has been confirmed and is now accepting interest forms for 2019 Committee Members. Committee members serve a term of one year beginning January 1, 2019 and ending December 31, 2019.

BACKGROUND

THEF is an official chapter of the American College of Healthcare Executives (ACHE), an international professional society of 48,000 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 over 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 is supported by all-volunteer Committees to assist with chapter operations and meet chapter goals and objectives.

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
- Have fun!

PROCESS

The Call for 2019 Committee Members is sent to all THEF members via email and posted to the THEF website. The Call contains a link to a Committee Interest Form to be filled out electronically no later than **5pm Friday, December 14, 2018**.

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 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 Interest Form.

Questions regarding the application process should be directed to Heather Wargo, 2018 President-Elect, at thefnc@gmail.com or hlwargo@gmail.com. **Alternatively, contact information for Committee Chairs is provided in the table below.** Please state ‘Call for Committee Members’ in the subject line of the email. Allow 24 hours for response.

TIMELINE

Call for Committee Members released	November 28
Call for Committee Members closed	December 14
2019 Committees announced	December 19
Operational Planning Retreat with new Board/Committee Members	January 2019

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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))
<p>Education</p> <p>Chairs: Marya Upchurch mupchurch@blazeadvisors.com</p> <p>Swati Bhardwaj sbhardwaj@sahalliance.org</p>	<p>Develop the Chapter's education programs to include content, panel coordination and event logistics, and meets Chapter educational program goals.</p>	<ul style="list-style-type: none"> • Serve as lead for an 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 • Create and distribute attendee materials • Collect and collate surveys • Event site logistics • Participate in ad hoc projects 	<p>5-10 hours per month, with additional time required in the weeks leading up to and executing educational events ~5 times per year.</p>	<p>7, requires participation in Raleigh-Durham</p>
<p>Membership</p> <p>Chairs: Kathy Coburn (Outreach) kathy.coburn@ey.com</p> <p>Tamara El-Amoor (Events) tamaraelamoor@gmail.com</p> <p>Aditi Borde (Student Chair) borde@unc.edu</p>	<p>Develop initiatives to recruit and retain Chapter members, design and host networking events, and meet Chapter goals for membership growth and networking performance. In 2019 the Membership Committee will explore development of a Diversity & Inclusion Program.</p>	<p>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 • Secure strategic partners as event co-hosts <p>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 • Contact current and potential members via email, phone and other methods • Pilot a Diversity & Inclusion program 	<p>3-8 hours per month, with additional time required in the weeks leading up to and executing networking events 2-3 times per year.</p>	<p>9, includes 4-5 needed for email/phone outreach</p>

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Fellowship Advancement Chair: Joanna Herath jvherath@gmail.com	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.	<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	5, preferably current Fellows or those who are on track to advance to Fellow in 2019
Communications Chair: Rajen Patel rajowski@yahoo.com	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.	<ul style="list-style-type: none"> • Develop Communications Plan to include strategic initiatives for targeted communications • 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 • Support website redesign with improved interface and content • Maintain website • Maintain THEF’s social media presence 	6 hours per month, with additional time required leading up to publication of the quarterly newsletter.	5, IT savvy encouraged to volunteer We are seeking one volunteer with expertise in written communications or technical writing.

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<p>Sponsorship</p> <p><i>Chairs:</i> Peter Charvat, MD pcharvat1@gmail.com</p> <p>Andrea Dabal andrea.dabal@ge.com</p>	<p>Develop annual sponsorship goals that support the Chapter budget, proactively communicate the value of sponsorship to current and potential sponsors, and secure sponsorship commitments.</p>	<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 • Explore and pursue establishment of a 501(c)(3) foundation 	<p>4 hours per month</p>	<p>3</p> <p>We are seeking one volunteer with foundation experience to establish a 501(c)(3) foundation under THEF</p>
<p>Mentorship Program</p> <p><i>Chair:</i> Ron Smith ronsmith@ls3p.com</p>	<p>Develop the Chapter's Mentorship Program to include planning, interviewing candidates, monitoring progress, and capturing lessons learned to inform continuous improvement.</p>	<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 	<p>4 hours per month, with additional time required in the weeks leading up to program kick-off.</p>	<p>8</p>
<p>Physician's Group</p> <p><i>Chair:</i> Charles Harr, MD charr@wakemed.org</p>	<p>Design and launch the Chapter's Physician's Group as a resource for experienced, new and transitioning Physician leaders.</p>	<ul style="list-style-type: none"> • Identify and recruit members • Define group purpose and structure • Develop and execute relevant programming 	<p>6 hours per month</p>	<p>2</p>

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<p>Eastern North Carolina Healthcare Executives Group</p> <p><i>Directors:</i> Jon Forte Greater Greenville forte2@gmail.com</p> <p>Erin Tallman Greater Jacksonville erin.tallman@onslow.org</p>	<p>Develop and executes a strategic plan to increase Chapter presence in eastern North Carolina, and host educational and networking events within the geographic area.</p>	<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 (Greenville) 	<p>5-8 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.</p>	<p>6, requires participation in Eastern NC</p>

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