

# Call for 2022 Committee Members

## Round 2

### PURPOSE

The Triangle Healthcare Executives' Forum of North Carolina's (THEF) 2022 Board has been confirmed and is now accepting interest forms for 2022 Committee Members. Committee members serve a term of one year beginning January 1, 2022 and ending December 31, 2022.

**\*\*NOTE:** *This is the second release of the Call for 2022 Committee Members. If you replied to the first release in September, you do not need to reapply. We will be contacting you shortly regarding your assignment.* \*\*

**\*\*NOTE:** *Anyone interested in a chapter service position must complete an application to be considered. This includes current 2021 THEF Committee Members.* \*\*

Positions and key position-specific responsibilities are as follows. [See appendix for details.](#)

**Committees seeking members for 2022 chapter service are listed below. [Click here to access the Committee Member Nomination Form.](#)**

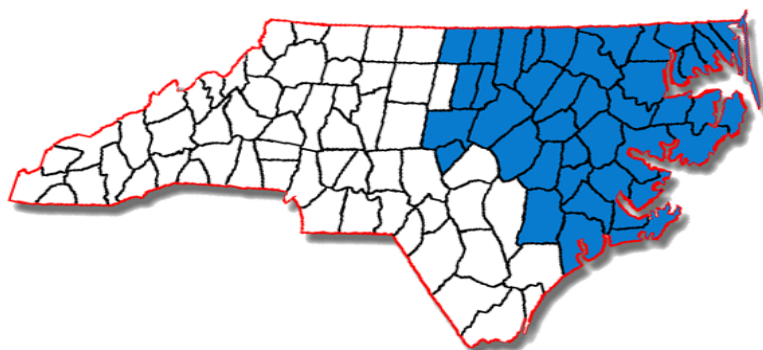
- Education Committee
- Membership Committee
- Diversity & Inclusion Committee
- Fellowship Advancement Committee
- Communications Committee
- Sponsorship Committee
- Mentorship Program Committee
- Clinicians' Executive Group
- Eastern North Carolina Healthcare Executives Group

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

## BACKGROUND

THEF is an official chapter of the 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 nearly 700 ACHE members across 41 North Carolina counties.



**THEF Chapter Service Region**  
(blue)

THEF is a nonprofit membership association managed by elected and appointed, 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. 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. [Click here for additional description of chapter governance.](#)

Committee members serve a term on one year beginning January 1, 2022 and ending December 31, 2022. Some contribution to 2022 program planning may be required November through December 2021.

## NOMINATION REQUIREMENTS

To be considered for a 2022 chapter service position, a Nomination Form should be completed by **5pm Wednesday, December 15, 2021**. Applicants are self-nominated.

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

## TIMELINE

|                                                       |                         |
|-------------------------------------------------------|-------------------------|
| Call for Board and Committee nominations released     | September 6, 2021       |
| Call for Board and Committee nominations closed       | September 17, 2021, 5pm |
| 2022 Board Announced                                  | November 1, 2021        |
| Second Call for Committee Member Nominations Released | November 8, 2021        |

Second Call for Committee Member Nominations Closed

December 15, 2021, 5pm

Committees Announced

No later than December 31, 2021

## PROCESS

The Call for 2022 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 Wednesday, December 15, 2021**.

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. You will be assigned to only 1 committee. However, you may indicate interest in up to 2 committees so that if one fills, you can be assigned to the other. **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. This means, **ACHE membership dues must be paid through December 31, 2022**. 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!** 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 [admin@thefnc.org](mailto:admin@thefnc.org). Please state 'Call for Committee Members' in the subject line of the email. Allow 24 hours for response.

## APPENDIX: Detailed Committee Descriptions and Time Commitments

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| Committee                  | Purpose of the Committee (if applicable)                                                                                                          | What You Will be Doing as a Committee Member in the Identified Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Approximate Time Commitment (does not include event or Board meeting attendance)                                                 | # Committee Members Needed                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education Committee</b> | Develop the Chapter's education programs to include content, panel coordination and event logistics, and meets Chapter educational program goals. | <ul style="list-style-type: none"> <li>• Event preparation, management, review and reporting</li> <li>• Collaborate on panel discussion topic selection</li> <li>• Identify leaders in the community to serve on expert panels</li> <li>• Discussion panel coordination</li> <li>• Contract with event venues and manage event site logistics</li> <li>• Submit the 2022 event calendar and budget by January 31, 2022</li> </ul> <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. | <p style="text-align: center;">7</p> <p>Assuming a post-COVID return to in person events, requires participation in Raleigh-Durham</p> |

| Committee                                  | Purpose of the Committee (if applicable)                                                                                                                                                                          | What You Will be Doing as a Committee Member in the Identified Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Approximate Time Commitment (does not include event or Board meeting attendance)                                                | # Committee Members Needed |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Membership Committee</b>                | Develop initiatives to recruit and retain Chapter members, design and host networking events, ensure diversity and inclusion initiatives and meet Chapter goals for membership growth and networking performance. | <ul style="list-style-type: none"> <li>• Develop and execute initiatives to recruit and retain Chapter members</li> <li>• Conduct personal outreach to welcome new members</li> <li>• Event preparation and planning, management, review and reporting</li> <li>• Contract with event venues and manage event site logistics</li> <li>• Secure strategic partners as event co-hosts</li> </ul> <p><i>Membership committee members will possess the following attributes:</i></p> <ul style="list-style-type: none"> <li>• Strong communications skills (verbal and written), and attention to detail</li> <li>• Comfortable reaching out and telling the THEF story</li> <li>• Enthusiastic about THEF and networking</li> <li>• At least one member who is analytical – an excel whiz to support database analysis</li> <li>• At least one member who is a UNC-HESA board member or that at least has strong HESA ties</li> </ul> | 8 hours per month, with additional time required in the weeks leading up to and executing networking events 2-3 times per year. | 7                          |
| <b>Diversity &amp; Inclusion Committee</b> | Design programming to embrace the diverse Chapter membership and host quarterly meetups.                                                                                                                          | <ul style="list-style-type: none"> <li>• Lead the Diversity and Inclusion initiatives for the chapter</li> <li>• Ensure diversity among educational speakers and panelists in conjunction with the Education Committee</li> <li>• Function as Board liaison with local/national affinity groups (e.g. NAHSE, NFLHE, LGBT Forum, Hospital Associations)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8 hours per month                                                                                                               | 7                          |

| Committee                               | Purpose of the Committee (if applicable)                                                                                                                                                                                                                                     | What You Will be Doing as a Committee Member in the Identified Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Approximate Time Commitment (does not include event or Board meeting attendance)                        | # Committee Members Needed                                                                           |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Fellowship Advancement Committee</b> | 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"> <li>• Work with Membership Committee to target recruitment to feed the advancement pipeline</li> <li>• Manage the FACHE Reference Subcommittee</li> <li>• Coordinate and deliver BOG Exam Review Webinar Series twice per year</li> <li>• Conduct outreach to advancement eligible THEF members via phone, email, and at education events</li> <li>• Maintain an awareness of and acknowledge new and recertified Fellows throughout the year</li> <li>• Plan and host a local Convocation Ceremony for new 2021 Fellows</li> </ul> <p><i>Fellowship Advancement Committee members are preferably current Fellows or those who are on track to advance to Fellow in 2021-22</i></p> | 6 hours per month                                                                                       | <p>5</p> <p>Preferably current Fellows or those who are on track to advance to Fellow in 2021-22</p> |
| <b>Communications Committee</b>         | Inform 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"> <li>• Coordinate newsletter content and assemble a content-rich Quarterly Newsletter</li> <li>• Interview a minimum of 1 THEF member per quarter and write ‘Member Spotlight’ for Quarterly Newsletter</li> <li>• Design and maintain publication of a biweekly Chapter announcement for streamlined communications</li> <li>• Maintain website with upcoming events and committee input</li> <li>• Maintain THEF’s social media presence</li> </ul> <p><i>Familiarity with StarChapter, Canva, LinkedIn, Twitter and Instagram are helpful but not required. IT savvy are encouraged to volunteer.</i></p>                                                                         | 6 hours per month, with additional time required leading up to publication of the quarterly newsletter. | <p>5</p> <p>IT savvy encouraged to volunteer</p>                                                     |

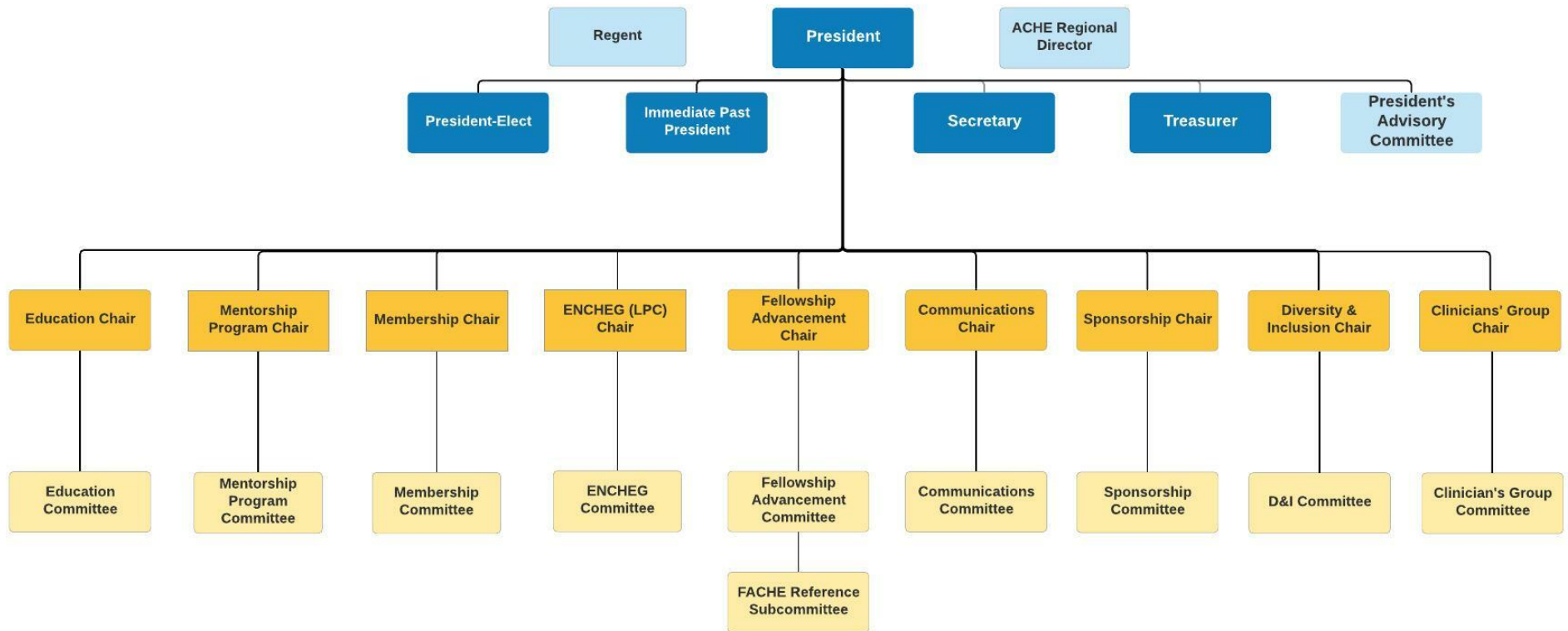
| <b>Committee</b>                         | <b>Purpose of the Committee (if applicable)</b>                                                                                                                                           | <b>What You Will be Doing as a Committee Member in the Identified Role</b>                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Approximate Time Commitment (does not include event or Board meeting attendance)</b>       | <b># Committee Members Needed</b> |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Sponsorship Committee</b>             | Develop annual sponsorship goals that support the Chapter budget, proactively communicate the value of sponsorship to current and potential sponsors, and secure sponsorship commitments. | <ul style="list-style-type: none"> <li>• Identify and solicit commitments from new sponsors</li> <li>• Write sponsorship proposal letters</li> <li>• Coordinate payment from Sponsors</li> <li>• Coordinate Sponsor presence at education and networking events</li> <li>• Prepare materials recognizing sponsors for display at events</li> <li>• Write acknowledgement letters</li> <li>• Maintain a cadence of touchpoints with Sponsors</li> </ul>                            | 4 hours per month                                                                             | 3                                 |
| <b>Mentorship Program Committee</b>      | Develop the Chapter's Mentorship Program to include planning, interviewing candidates, monitoring progress, and capturing lessons learned to inform continuous improvement.               | <ul style="list-style-type: none"> <li>• Publicize the program</li> <li>• Invite Mentors and Mentees via online survey</li> <li>• Conduct mentor and mentee interviews and match pairs</li> <li>• Host events for program kick-off, mid-program gathering and wrap-up</li> <li>• Monitor monthly reports for completion and quality</li> <li>• Recognition of participants</li> </ul>                                                                                             | 4 hours per month, with additional time required in the weeks leading up to program kick-off. | 4                                 |
| <b>Clinicians' Executive Group Chair</b> | Develop the Chapter's Clinicians' Executive Group Program as a resource for experienced, new and transitioning Physician / Advanced Practice Provider leaders.                            | <ul style="list-style-type: none"> <li>• Identify and recruit members</li> <li>• Define programming focused on the unique professional development needs of clinician leaders</li> <li>• Provide support and encouragement to clinical executives who are working to earn the FACHE credential</li> </ul> <p><i>Physicians or Advanced practice Provider leaders with significant professional experience working directly with Clinician Groups are encouraged to apply.</i></p> | 8 hours per month                                                                             | 2                                 |

| <b>Committee</b>                                          | <b>Purpose of the Committee (if applicable)</b>                                                                                                                      | <b>What You Will be Doing as a Committee Member in the Identified Role</b>                                                                                                                           | <b>Approximate Time Commitment (does not include event or Board meeting attendance)</b>                                                                      | <b># Committee Members Needed</b> |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Eastern North Carolina Healthcare Executives Group</b> | Develop and executes a strategic plan to increase Chapter presence in eastern North Carolina, and host educational and networking events within the geographic area. | <ul style="list-style-type: none"> <li>• All activities associated with education and networking events (see above)</li> <li>• Conduct outreach to increase THEF membership in Eastern NC</li> </ul> | 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. | 6                                 |

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# THEF PROPOSED 2022 BOARD



Legend:

