**Chapter Advocacy Handbook**

***Position***

* Advocate on behalf of their chapter to advance health IT public policy at the state, provincial, and local levels.
* Act as spokesperson for public policy and advocacy updates for the chapter.
* Provide leadership and support to the Board of Directors.

***Responsibilities***

* Attend meetings of the Chapter Board of Directors, or send a report if unable to join.
* Review and understand HIMSS public policy [priorities and positions](https://www.himss.org/what-we-do-public-policy-advocacy/policy-center) and act as local HIMSS policy expert.
* Educate members and government officials on chapter advocacy asks.
* Convene public and private stakeholders around policy priorities.
* Participate in HIMSS Chapter Advocacy Task Force meetings and training to learn and network with counterparts; share summary reports with the Chapter Board of Directors.
* Speak to local media and volunteers about advocacy issues and initiatives.
* Optional: Plan a state HIT Day and event to educate and convene

***Qualifications***

* Must be a current member of HIMSS in good standing for the past year.
* Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

***Annual Checklist***

* Q1 - July, August, September
  + Attend monthly Chapter Advocacy Task Force meeting (third Friday of every Month) and virtual office hours
  + Share policy, advocacy plans, and accomplishments with HIMSS staff and chapter members
* Q2 - October, November, December
  + Attend monthly Chapter Advocacy Task Force meeting (third Friday of every Month) and virtual office hours
  + Share policy, advocacy plans, and accomplishments with HIMSS staff and chapter members
* Q3 - January February, March
  + Attend monthly Chapter Advocacy Task Force meeting (third Friday of every Month) and virtual office hours
  + Share policy, advocacy plans, and accomplishments with HIMSS staff and chapter members
* Q4 - April, May, June
  + Submit Year-End advocacy recognition form to gain recognition, posted on [CLRA](http://clra.himsschapter.org/CAR)
  + Attend monthly Chapter Advocacy Task Force meeting (third Friday of every Month) and virtual office hours
  + Share policy, advocacy plans, and accomplishments with HIMSS staff and chapter members

***Position Resources***

* [Chapter Advocacy page on CLRA](http://clra.himsschapter.org/CAR)
* [Advocacy Meetings and Trainings](http://clra.himsschapter.org/car-calls)
* [Getting Started in Advocacy](http://clra.himsschapter.org/chapter-advocacy-getting-started-0)
* [HIMSS Public Policy Resources](https://www.himss.org/resources-all?f%5B0%5D=resource_center_topics%3A29830)
* [Legislative Action Center](https://himss.quorum.us/)
* Contact [policy@himss.org](mailto:policy@himss.org) with any questions or comments.