**Chapter Programs/Education Handbook**

***Position***

Provide leadership to the programs committee to develop annual educational, professional development and networking opportunities for members and health professionals in the community.

***Responsibilities***

* Attend all meetings and special meetings of the Board of Directors.
* Provide leadership to the programs committee in the design, creation, and implementation of Chapter professional education opportunities twelve (12) hours or more, annually.
* Collaborate with the treasurer and board to develop the revenue and expense budgets for the planned annual educational events.
* Work with other chairs and committees to market educational offerings and maintain a focus on providing educational and networking opportunities that meet the needs of our membership.
* Responsible for high-level project management of programs and will serve as point person for the full committee.
* Survey member education needs to develop targeted education.

***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***

***Checklist is recommendation and should be edited to align with specific chapter programming***

* Q1 - July, August, September
  + Submit upcoming events to website
  + Determine events calendar for the year
  + Discuss opportunity to offer a scholarship with the HIMSS Foundation
* Q2 - October, November, December
  + Submit upcoming events to website
  + Plan event during Global Health Equity Week
* Q3 - January, February, March
  + Submit upcoming events to website
  + Plan event during Global Health Conference
* Q4 - April, May, June
  + Submit upcoming events to website
  + Transfer Zoom credentials new chapter leader
  + Notify event vendors of new contact

***Accountability Reporting Components***

* Submit breakdown of event hours in Administrative Report prior to August 1 (education, networking, advocacy)

***Position Resources***

* [Chapter Request Form](https://surveys.himss.org/Checkbox/Survey.aspx?s=99cad66d3a984d2cb71ed44c8e4efee4) - submit to request approval of an event partner, to request a speaker at an in person or virtual event, or to request financial support for an event
* Utilize [event agenda templates and checklists](http://clra.himsschapter.org/event-planning) when planning conferences
* [Certification and Workforce Development](http://clra.himsschapter.org/certification) - learn more about offering continuing education credits and holding CPHIMS review courses
* Webinar recordings:
  + HIMSS Professional Certification (January 2020) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/Certification_Chapters_2020_01_22.pdf)
  + [Workforce Development and Student Engagement](https://himss.zoom.us/rec/play/p3EApukSyTh4CSSVsoCmkMliqOISobASSsxMcklFHJ2CvfmX-zHdNdon9JzQlSDArCaMVnMvp9n-_ng.uK-lrcQEZM3wp2UJ?continueMode=true&_x_zm_rtaid=tjKjF-STRAq9DcsFXi-OgA.1616778917666.d8469683a9d1175ca9e348236eb9b353&_x_zm_rhtaid=923) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/Chapter%20Leader%20Webinar%202021_02_16.pdf)

***Committee Facilitation***

* Acquire updated volunteer interest list from chapter.
* Invite all interested in your committee to the routinely held meetings.
* Schedule the routinely held meetings, at a convenient date/time for the chair
* Hold committee meetings a minimum of X times a year, take minutes and save on chapter repository site
* Identify a co-chair
* Report to the board on a X basis