**SOUTH TEXAS CHAPTER –**

**AMERICAN COLLEGE OF HEALTHCARE EXECUTIVES**

**(STC-ACHE)**

**BOARD OF DIRECTORS (BOD)**

**POLICY**

**AND**

**CODE OF ETHICS**

**EFFECTIVE DATE: APPROVED BY THE CHAPTER BOARD,**

**September 23, 2015**

**STC-ACHE POLICY AND CODE OF ETHICS**

**Table of Contents:**

COVER PAGE ………………………………………………………………………………………………………………..……….1

TABLE OF CONTENTS …………………………………………………………………………………………………..………..2

PREAMBLE ………………………………………………………………………………………………………………..……….. 4

1. BOARD OF DIRECTORS (**BOD**) EXPECTATIONS ………………………….……………..……….. 6
2. ON-BOARDING OF NEW MEMBERS OF THE **BOD** ……………………………………..………. 7
3. BOARD OF DIRECTORS POSITIONS ……………………………………………………….…..………. 8

PRESIDENT ……………………………………………………………………………..…….……………. 8

 Executive Committee

VICE PRESIDENT ……………………………………………………………………………………..…..10

 Nominating Committee

IMMEDIATE PAST PRESIDENT …………………………………………………………………..…12

 Awards & Scholarship Committee

SECRETARY ………………………………………………………………..……………………………….14

TREASURER …………………………………………………………………………………………………15

 Finance Committee

ADVANCEMENT DIRECTOR …………………………………………………………………………17

COMMUNICATIONS DIRECTOR …………………………………………………………………. 18

DIVERSITY DIRECTOR ………………………………………………………….………………….....19

MARKETING DIRECTOR…………………………………………………..…………………………..21

MEMBERSHIP DIRECTOR …………………………………………………………………………… 22

OUTREACH DIRECTOR ………………………………………………………………………………. 23

PHILANTHROPY AND COMMUNITY RELATIONS DIRECTOR ……………………….. 24

PROGRAM DIRECTOR ……………………………………………………………………………….. 25

PUBLICATIONS DIRECTOR …………………………………………………………………………..26

STUDENT AFFAIRS DIRECTOR ……………………………………………………………………. 27

 Student Representatives

LOCAL PROGRAM COUNCIL CHAIR ……………………………………………………………. 28

DIRECTOR AT LARGE ………………………………………………………….……………………….30

1. TRANSITION OF MEMBERS FROM THE **BOD** ……………………………………………………..32
2. STC-ACHE ANNUAL AND TRANSITION CYCLES…………………….……………………………. 33
3. STC-ACHE BOD STANDING COMMITTEES …………………………………..……………………. 35
4. APPROVAL SIGNATURES ……………………………………….………………….……………………… 36
5. APPENDIX A: STC-ACHE LEADERSHIP STRUCTURE …………………………………………… 37
6. APPENDIX B: STC-ACHE CHAPTER AREA MAP ………………………………………………….. 38

**BOARD OF DIRECTORS’S POLICY AND CODE OF ETHICS**

**PREAMBLE**

The purpose of this Policy and Code of Ethics for the South Texas Chapter (STC) of the American College of Healthcare Executives (ACHE) is to serve as a standard of conduct for members of the **Board of Directors (BOD) of the STC-ACHE Chapter.** In accordance with the bylaws, this Chapter will be headquartered in San Antonio, TX. The following counties fall within the jurisdiction of the STC-ACHE: Aransas, Atascosa, Bandera, Bee, Bexar, Brooks, Calhoun, Cameron, Comal, DeWitt, Dimmitt, Duval, Edwards, Frio, Goliad, Gonzales, Guadalupe, Hidalgo, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kinney, Kleberg, LaSalle, Live Oak, Maverick, McMullen, Medina, Nueces, Real, Refugio, San Patricio, Starr, Uvalde, Val Verde, Victoria, Webb, Willacy, Wilson, Zapata, and Zavala. Appendix B includes a graphical depiction of our Chapter’s geographic area.

This document contains standards of ethical behavior and professional relationships for the healthcare executives serving as members of the **BOD** for the STC and the other members of the STC. This document is intended to supplement the STC-ACHE Bylaws (most current version approved by the Chapter Board), and not to replace any language in the Bylaws. When there is any inconsistency between language in this document and language in the Bylaws, the language of the Bylaws takes precedence**.**

***The Mission*** of the South Texas Chapter of the American College of Healthcare Executives (STC-ACHE) is to:

* Be the professional membership society for healthcare executives in South Texas;
* Meet its members’ professional, educational, and leadership needs;
* Promote high ethical standards and conduct;
* Advance healthcare leadership and management excellence; and
* Promote the mission of the American College of Healthcare Executives.

In accordance with the Chapter Bylaws, the STC-ACHE **BOD** is comprised of elected officers and directors, who will, collectively as a Chapter Board, provide the overall administration of this Chapter. Also in accordance with the Chapter Bylaws, the Chapter Board shall have authority and responsibilities for supervising the general operation of the Chapter in meeting its mission. The Board will focus its efforts on achieving the Chapter’s mission by working closely and effectively together, delivering the premier professional society for healthcare leaders, and providing exceptional value to the members of the STC-ACHE.

The **BOD** collectively promotes the ***Values*** of the STC-ACHE and ACHE to our membership and the healthcare community at large:

* **Integrity –** We advocate and emulate high ethical concerns in all we do;
* **Lifelong Learning –** We recognize lifelong learning is essential to our ability to innovate and continually improve ourselves, our organizations, and our profession;
* **Leadership –** We lead through example and mentoring, and recognize caring must be a cornerstone of our professional interactions; and
* **Diversity –** We advocate inclusion and embrace the differences of those with whom we work and the communities we serve.
1. **BOARD OF DIRECTORS EXPECTATIONS:**

Each member of the STC-ACHE **Board of Directors is expected to:**

* Complete the **BOD** On-Boarding process identified in paragraph II.
* Attend and fully participate in the **BOD** Year-End Process, including the **BOD** Transition Meeting the first Saturday in December each year.
* Fully perform the responsibilities/duties of his/her elected/appointed position on the **BOD** to accomplish the missions of the STC-ACHE;
	+ In the event circumstances arise where a member of the **BOD** can’t perform his/her duties to meet his/her requirements in a timely, effective manner, he/she must promptly notify the STC-ACHE President/Vice President of the situation/problem and/or request assistance to accomplish the required task (s).
* Attend 75% (9 out of 12) of monthly **BOD** Meetings in person or telephonically.
* Where applicable, electronically submit 85% (10 of 12) of Monthly Executive Summaries about activities performed/events occurring in conjunction with his/her area of responsibility. These Executive Summaries will be provided to the President/Secretary for inclusion in the **BOD** Agenda for each meeting.
* Establish committees, as appropriate to their office, to perform their duties.
* Identify the need for committee members to the Vice President to determine if potential committee members are available from those STC-ACHE chapter members who have volunteered, but are not yet assigned to committee positions.
1. **ON-BOARDING OF NEW MEMBERS OF THE BOD:**

Each newly elected/appointed/volunteer member of the **BOD**, in conjunction with his/her assumption of duties will on-board by:

* Performing an individual Transition Meeting (in-person or telephonically) with the person who previously held this position to review position responsibilities, relationships, and best practices to use in accomplishing the requirements of this position.
* Performing an individual Transition Meeting (in-person or telephonically) with the Chapter President or Vice President to review additional Board or Executive Committee expectations
* Reviewing the ACHE orientation power point disk presentation.
* Reviewing the STC-ACHE By-Laws.

Reviewing and signing this BOD Policy and Code of Ethics and presenting a signed copy to the BOD Secretary.

**III. BOARD OF DIRECTORS POSITIONS:**

**PRESIDENT**

The President is the **Chief Executive Officer of the STC-ACHE** and is responsible for calling and presiding at Chapter Board and Business Meetings, as well as, providing direction and coordination to other officers, members of the Chapter Board of Directors **(BOD)** and members of the Chapter. The President is also the Chair of the Chapter BOD.

**Responsibilities:**

* Serve as Chief Executive Officer and Chair, Board of Directors.
* Chair the Board Executive Committee.
* Serve as principal liaison between the Chapter and ACHE.
* Monitor the progress of Chapter goals and objectives as set forth in the Strategic Plan.
* Monitor the Chapter “Dashboard Report” and implement actions as necessary to meet established Chapter goals using the ACHE recognition criteria.
* Stay current with all new ACHE information and policies and coordinate the dissemination of this information with the Director of Communications to Chapter members and all other ACHE affiliates.
* Ensure that as a minimum, twelve (12) monthly meetings of the **BOD** occur each fiscal year (which is defined as January 1st through December 31st..
* Serve as the primary spokesperson for the Chapter within the community and as a liaison with the ACHE.
* Preside over all business meetings of the Chapter and the Board of Directors. In the event of his/her absence, appoint a Presiding Officer in the following priority sequence: Vice President, Immediate Past President, Secretary, and/or Treasurer.
* Conduct meetings, formulate ideas, and delegate responsibilities.
* Communicate effectively on all levels and seize opportunities to positively represent the STC-ACHE at meetings or social functions/forums that would benefit the Chapter or the ACHE.
* Uphold the Chapter’s policies and procedures to handle problems and address issues among Chapter members.
* Prepare and communicate a final written report on the year’s STC-ACHE activities, which includes recommendations for the following year and communicate this report to the incoming President and **BOD** at the annual **BOD** Transition Meeting.
* Mentor and prepare the Vice President to assume the duties of President.
* Attend the annual ACHE Congress on Healthcare Leadership as the representative of the STC-ACHE Chapter
* Inform ACHE of upcoming programs/recruitment efforts as requested by the Regional Services staff.
* Write a President’s Message for each STC-ACHE Newsletter.
* Ensure all Chapter policies and procedures are clear and communicated to all Chapter members.
* Plan and work with the Treasurer to prepare the annual budget.
* Serve as a full voting member of the **BOD** and advises all committees.
* Appoint and oversee an annual audit of STC-ACHE finances.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must have completed at least one term as a Director or made a significant contribution to ACHE and any ACHE Chapter.
* Must maintain an address within the STC-ACHE area of responsibility.
* Must be a member in good standing with ACHE and STC-ACHE.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must possess knowledge of the programs, products, and services of ACHE including recent history and developments
* Must possess knowledge of the local, state and regional healthcare community, as well as broad knowledge of the national healthcare system including national trends and developments in the effective management of healthcare
* Must have effective public speaking skills.
* Must have awareness of and experience with effective governance practices.

**Term of Office:** One (1) year

**Attendance Responsibilities:**

* Attend or have attended the ACHE Chapter Leadership Conference.
* Attend all Chapter meetings and events, as appropriate.
* Miss no more than one (1) **BOD** meeting annually and ensure alternate chair if missed.

**Committee Responsibilities:**

* Chairs the Chapter **BOD**.
* Chair, Executive Committee
* Serve as an advisor to all **BOD** Committees.

**EXECUTIVE COMMITTEE**

The Chapter president will chair the Executive Committee. The Executive Committee shall consist of the President (chair), Vice President, Secretary, Treasurer, and Immediate Past President. As the senior committee of the Chapter, the Executive Committee shall develop, propose, and promulgate policy to the Chapter Board of Directors and members focused on advancing the Chapter’s mission and interests. The Executive Committee shall meet at the call of the Chapter President/Chair, Board of Directors, or the request of any other Executive Committee member.

**VICE PRESIDENT**

The Vice President is the President-elect, barring any unforeseen circumstances that may arise. The Vice President generally assists and fills in for the President, as needed. This position will ensure a smooth leadership transition as the future President gains experience in leadership role prior to becoming President.

**Responsibilities:**

* Assume the office of President, at the expiration of the President's term or earlier, if the office becomes vacant for any reason (based on Chapter bylaws).
* Serve as a member of the STC-ACHE Executive Committee.
* Serve as a full voting member on the **BOD** and advise various committees, as assigned..
* Seek new chapter members.
* Lead the development or renewal of the Chapter multi-year plan (Strategic Plan).
* Conduct meetings, formulate ideas, and delegate responsibility, as appropriate.
* Coordinate **BOD** committee activities at the request/absence of the President.
* Communicate effectively on all levels and seize any opportunity to positively represent the STC-ACHE at meetings or social functions/forums that would benefit the Chapter and/or ACHE.
* Responsible for orientation of new **BOD** members.
* Work closely with current President in preparation to become the President.
* Coordinate and publish the Chapter Slate of Candidates for the Chapter Board Elections at the Annual Business Meeting (in October).
* Coordinate the Annual Chapter Transition Dinner and Meeting (in early December.)
* Publish at least one article per year in the Chapter Newsletter.
* As chair of Nominating Committee, lead efforts to develop the Slate of STC-ACHE Officers for the Annual Business Meeting and Elections (in October) that will meet the Nominating Committee.
* Attend the ACHE Annual Leaders Conference as the representative of STC-ACHE.
* Establish a professional network/liaison with peer chapter leaders, key ACHE staff to include the chapter’s regional representative, Regents, and other healthcare leaders in order to support execution of his/her current and future chapter leadership responsibilities.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must have completed at least one term as a Director or other significant contribution to ACHE and any ACHE Chapter.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.
* Must possess knowledge of the programs, products, and services of ACHE including recent history and developments
* Must possess knowledge of the local, state and regional healthcare community, as well as broad knowledge of the national healthcare system including national trends and developments in the effective management of healthcare
* Must have effective public speaking skills.
* Must have awareness of and experience with effective governance practices.

**Term of Office:** One (1) Year

**Attendance Responsibilities:**

* Attend ACHE Chapter Leadership Conference.
* Attend all Chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Vice Chair, **BOD**.
* Serve as Chair, Nominating Committee.

**NOMINATING COMMITTEE**

The Chapter vice president will chair the Nominating Committee. The nominating committee shall consist of Vice President, Immediate Past President, two current Chapter Directors appointed by the Chapter President, and one non-Board member appointed by the Chapter Board. Any Regent of ACHE who is a chapter member shall also be an ex officio, non-voting member of the nominating committee. The nominating committee chair shall resolve all tie votes. The nominating committee shall present a slate of Officers and Directors to the members of the chapter no later than 90 days prior to the meeting at which elections will be held. Any eligible chapter member may place his or her name in nomination as an officer or director by submitting a petition with the signatures of no less than five (5) percent of the chapter membership requesting such nomination. The final slate shall be presented to chapter members by notice of a meeting of the membership no later than 60 days prior to the meeting.

**IMMEDIATE PAST PRESIDENT**

The STC-ACHE Immediate Past President is retained on the Chapter **BOD** as an officer to provide continuity. The Past President of the STC-ACHE is generally one of its most knowledgeable leaders. That individual can provide answers as to why certain decisions were made or policies adopted, and offer counsel to the new President as needed.

**Responsibilities:**

* Serve as a full voting member on the **BOD** and advise various committees, as assigned.
* Serve as a member of the STC-ACHE Executive Committee.
* Serve as a member of the STC-ACHE Nominating Committee.
* Assist in developing the Slate of STC-ACHE Officers for the Annual Business Meeting and Elections (in October) that will meet the Nominating Committee.
* Serve in an advisory capacity on other committees and perform duties as delegated by the President and/or **BOD**.
* Remain on **BOD** in an advisory capacity for new directors.
* Coordinate all Chapter Scholarships functions.
* Coordinate all Chapter Awards functions.
* Arrange and call all meetings of the Awards and Scholarships Committees.

**Qualifications:**

* Must maintain an active address in the STC-ACHE area of responsibility.
* Performed prior service as President of the Chapter/**BOD**.
* Possess dedication to ACHE and the Chapter.
* Possess good communication, leadership, and organizational skills.
* Be a member in good standing with the ACHE.
* Be a Member in good standing with the STC-ACHE.
* Must possess knowledge of the programs, products, and services of ACHE including recent history and developments
* Must possess knowledge of the local, state and regional healthcare community, as well as broad knowledge of the national healthcare system including national trends and developments in the effective management of healthcare
* Must have effective public speaking skills.
* Must have awareness of and experience with effective governance practices.

**Term of Office:** One (1) Year

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually

**Committee Responsibilities:**

* Serve as an Officer of the **BOD**.
* Serve on the STC-ACHE Executive Committee
* Serve on the STC-ACHE Nominating Committee.
* Serve as Chair of the Awards and Scholarships Committee.

**AWARDS AND SCHOLARSHIPS COMMITTEE**

The Immediate Past President shall chair the Awards and Scholarships Committee. The Awards and Scholarship committee shall consist of the Immediate Past President who serves as chair and up to four members of the Chapter. This committee will oversee the annual awards process for members and annual student scholarships, including announcements, receipt of nominations, and selection of awardees. This committee will also oversee the membership ACHE Recognition Program.

**SECRETARY**

The Secretary is the officer who maintains the STC-ACHE records and rosters. Dutiesinclude: taking minutes at regular and special Chapter **BOD** meetings, sending out meeting noticesand agendas accompanied by minutes — preferably two weeks in advance of Chapter **BOD** meetings and maintaining an official file (physical or virtual) of all documents relating to official meetings (meeting notices,agendas,minutes, any material given to board members, Treasurer’s reports, committee reports, program reports, etc.).

**Responsibilities:**

* Responsible for all official Chapter Records.
* Assist President prepare for monthly **BOD** and business meetings.
* Send prior month’s minutes plus the current month’s committee submissions to members of the chapter board no later than noon Friday before the chapter board meeting the following Wednesday.
* Request an electronic vote approving the prior month’s minutes no later than 24 hours before the month’s chapter board meeting. The results of the vote will be recorded during the monthly chapter board meeting.
* Maintain an ongoing record of minutes and other official documents of the Chapter and convey these records to his/her successor.
* Assist Vice President with Chapter elections as per the Chapter bylaws.
* Responsible for coordinating closely with the Directors of Communication, Programs, and Chapter Publications and others to publicize and market all Chapter events.
* Serve as a full voting director of the **BOD** and advise various committees, as assigned.
* Responsible for maintaining and updating Chapter Officer and Director Rosters
* Responsible for posting important Chapter documents on ChapterLink.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (even year)

**Attendance Responsibilities:**

* Attend all Chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as an Officer of the **BOD**.
* Serve on the STC-ACHE Executive Committee
* Serve as an advisor to assigned committees**.**

**TREASURER**

The Treasurer acts as the ChiefFinancial Officer of the STC-ACHE and manages all of the cash, bank accounts and financial records for the Chapter. This includes recording and depositing program fees, issuing and signing checks for approved expenses and obtaining the signature of a co-signer, preparing regular financial reports, filing any reports required by federal or state governments, ensuring that annual budgets are prepared and monitored, and obtaining audits, as required.

**Responsibilities:**

* Chair, Finance Committee
* Maintain accurate records of the Chapters financial status.
* Deposit all money received by the Chapter into the Chapter’s bank accounts.
* Pay all bills approved by the Chapter’s **BOD**.
* Propose composition of all necessary financial functions, including the Finance Committee (membership approved by the Board in accordance with Board Bylaws), Auditing Function and Budgeting Function.
* Arrange and call all meetings of the above mentioned Financial Committees.
* Help prepare STC-ACHE’s annual budget.
* Review the financial status of the previous years and inputs from each **BOD** while drafting the STC-ACHE annual budget.
* Through the Finance Committee, audit or review records annually and upon departure from the office.
* Provide detailed report of fiscal accounts and contacts to be forwarded to next Treasurer.
* Work with committees to identify additional sources of revenue.
* Submit quarterly financial reports and annual financial report to the **BOD** for review.
* Coordinate collection of revenues from all traditional sources, including ACHE allocation, revenues from educational programs, revenues from sponsors, etc.
* Serve as a full voting director of the **BOD** and advise committees, as assigned.
* Establish a Chapter checking account and obtain pertinent signature cards and resolutions in appropriate institutions per Chapter policy.
* Assure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in practice.
* Assure that the Treasurer is appropriately bonded and Chapter Leaders are Insured (Errors and Omissions).

**Qualifications**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.
* Must be familiar with accounting principles and processes.
* Must be familiar with budget development and possess financial management skills.

**Term of Office:** Two (2) Years (odd year)

**Attendance Responsibilities:**

* Attend all Chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as an Officer of the **BOD**.
* Serve on the STC-ACHE Executive Committee.
* Serve as Chair of the Finance Committee (note that the Auditing and Budgeting functions will be organized under the purview of the Finance Committee; additional guidance is published in the ACHE Chapter Treasurer’s Manual).

**FINANCE COMMITTEE**

The finance committee shall be chaired by the Chapter Treasurer and will consist of at least two additional chapter members appointed by the Chapter Board. The finance committee shall arrange and supervise the annual budget process and annual audit of the Chapter in accordance with generally accepted accounting principles and practices. The finance committee chair may organize subcommittees or functions within the Finance Committee for the purpose of overseeing the annual audit and annual budget process.

**ADVANCEMENT DIRECTOR**

**Responsibilities:**

* Develop focused advancement programs and events to support the needs of the members of the Chapter to advance to Fellow or Recertify.
* Select, invite, and follow-up with program faculty to ensure their participation.
* Research sites for Advancement events and follow through on all of the obligations of the contract made with the site at which the advancement program will be held.
* Arrange and call all meetings of the Advancement Committee/members.
* Create and coordinate, with the Treasurer, an Advancement Committee budget.
* Keep records of all Advancement events and coordinate with the Director Programs to ensure that information is sent to ACHE using the Event Submission Report.
* Create promotional pieces to publicize event and registration forms using the Chapter EventBrite and E-Blast systems (coordinate with Communications Dir).
* Conduct at least one Board of Governor’s (BOG) Examination Review Course each year. Encourage all Chapter members, who are nearing eligibility, for the Board of Governors (BOG) Examination to prepare by taking the Review Course and to apply to sit for the exam as soon as possible after its completion.
* Create at least one article per year concerning Chapter Advancement activities for publication in the Chapter newsletter.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (odd year)

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Advancement Committee.
* Coordinate with the other committee chairs, as needed.

**COMMUNICATIONS DIRECTOR**

**Responsibilities:**

* Responsible for all official chapter communication to Chapter members, i.e. notification of upcoming events, changes in bylaws, new officers, newsletters (information comes from various Directors, as appropriate).
* Create promotional pieces to publicize events and registration forms.
* Create new event templates, as necessary, for use in developing adverting and registration materials in the Chapter EventBrite System.
* Arrange and call all meetings of the Chapter Communications Committee.
* Create, maintain and use the Chapter E-Blast System to notify all Chapter Members of up-coming Chapter events.
* Publish at least one article in the Chapter newsletter annually on Chapter communications issues and/or processes.
* In conjunction with the Programs Director, prepare an annual budget for communications cost (including EventBrite) and provide to the Treasurer.
* Use, maintain, and modernize the STC-ACHE Website for use by Chapter Members.
* Serve as POC for STC-ACHE in expanding into the use of other Social Media.
* Maintain and update Chapter Annual Calendar.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (even year)

**Attendance Responsibilities:**

* Attend all Chapter meetings.
* Miss no more than two (2) **BOD** meetings.

**Committee Responsibilities:**

* Serve as the Chair of the Communications Committee.
* Coordinate with other Directors, as necessary.

**DIVERSITY DIRECTOR**

The Diversity Director provides leadership to the Chapter **BOD** and diversity committee to ensure that the Chapter Strategic Plan and activities meet the intent of ACHE diversity initiatives. In addition, the Diversity Director collaborates with various local minority groups and corporations on supporting a diverse workforce in healthcare.

**Responsibilities:**

* Utilize all tools available to better understand the demographics of the Chapter area in order to enhance participation of under-represented demographics in ACHE activities.
* Work with Programs Director to ensure that at least one educational topic on diversity is included in the Educational Events each year.
* Arrange and call all meetings of the Diversity Committee.
* Prepare and coordinate a budget for the Diversity Committee with the Treasurer.
* Publish at least two (2) articles per year in the Chapter Newsletter outlining Chapter diversity initiatives and related activities.
* Review all educational events to determine if/how they meet the intent of ACHE diversity initiatives.
* Establish diversity goals and objectives for the Chapter and monitor progress towards those goals.
* Work with Chapter President to encourage recruitment of minorities and women to be members of the **BOD** as well as work with **BOD** members to achieve goals for diversity within each of the respective Chapter committees.
* Evaluate diversity among speakers and panelists at Chapter Events.
* Collaborate with various local minority groups and corporations on supporting a diverse workforce in healthcare.
* Participate in the national Diversity in Healthcare Forum discussion.
* Communicate with potential fellowship sites about recruiting a minority intern/fellow (this is a key factor in growth and development of the diversity initiative).
* Prepare and provide update reports on diversity initiatives and related activities to ACHE National upon request sent via Chapter President.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (even year)

**Attendance Responsibilities:**

* Attend all Chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Diversity Committee**.**
* Coordinate with committee chairs, as necessary.

**MARKETING DIRECTOR**

The Marketing Director provides leadership to the Chapter **BOD** and Marketing Committee to ensure that the Chapter Strategic Plan and activities raise the interest and visibility of ACHE and the Chapter through positive branding.

**Responsibilities:**

* Coordinate with other Chapter directors to ensure appropriate marketing of all events.
* Establish relationships with sponsoring organizations to enlist their support of chapter events. This includes raising revenues through sponsorships, following the guidelines outlined in the Chapter Bylaws.
* Coordinate with communications director to ensure appropriate media coverage of Chapter events.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (even year)

**Attendance Responsibilities:**

* Attend all Chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Marketing Committee**.**
* Coordinate with committee chairs, as necessary.

**MEMBERSHIP DIRECTOR**

The Membership Director provides leadership to the Chapter **BOD** and membership/ advancement committees in developing member recruitment and retention activities, meeting annual membership goals, and evaluating member satisfaction.

**Responsibilities:**

* Promote the Chapter and ACHE to area healthcare executives. Send out ACHE applications and follow-up on their completion.
* Promote and market ACHE membership among Chapter members who are not active ACHE affiliates and throughout the Chapter geographic area of responsibility.
* Promote ACHE networking within the chapter.
* Plan and conduct at least two (2) Chapter Networking events each year, including set-up and advertising in the EventBrite system and advertising to the Chapter membership using the e-Blast system (coordinate with Communications Director).
* Work with Program Director to develop programs to attract new members.
* Arrange and call all meetings of the Membership Committee.
* Prepare and coordinate a budget for the Membership Committee with the Treasurer.
* Publish at least two (2) articles per year in the Chapter Newsletter outlining Chapter membership and networking events.
* Keep records of all Networking events and coordinate with the Director Programs to ensure that information is sent to ACHE using the Event Submission Report.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (even year)

**Attendance Responsibilities:**

* Attend all Chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Membership Committee**.**
* Coordinate with committee chairs, as necessary.

**MENTORING DIRECTOR**

**Responsibilities:**

The Mentoring Director will organize and manage a mentoring program that will be available to STC-ACHE affiliates and student members who live or work in the designated geographic areas covered by the chapter, and who want to mentor others or to be mentored in the healthcare administration profession. The Mentoring Committee is designed to establish and provide a network through which mentors and protégés can be matched and engage in such a mentoring relationship in order to:

* Address near-term career questions
* Provide a sounding board on day-to-day operational issues
* Develop a pathway for longer-term professional growth and career planning
* Increase professional fulfillment
* Promote professional development
* Enhance mutual respect and sense of community
* Deepen the commitment to give back to the healthcare administration profession

**Qualifications:**

* Must be a current ACHE affiliate in good standing (preferably a Life or Retired Fellow).
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (odd year)

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Mentoring Committee.
* Coordinate with the other committee chairs, as needed.

**OUTREACH DIRECTOR**

**Responsibilities:**

* Develop relationships with STC-ACHE Local Program Councils (LPCs) (currently Rio Grande Valley LPC and Coastal Bend LPC) organizations to promote coordination, networking, attendance at educational programs and teamwork with the STC-ACHE.
* Encourage and assist LPCs to organize and conduct networking and educational events in their geographical areas at least annually.
* Attend as many LPC events per year as possible with reimbursement for travel expenses from the STC-ACHE.
* Research sites and healthcare facilities, in South Texas, for the possible formation of additional STC-ACHE LPCs.
* Publish one article per year for the Chapter newsletter, highlighting Chapter Outreach activities.
* Arrange and call all meetings of the Outreach Committee.
* Create and coordinate budget for Outreach activities with the Chapter Treasurer.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing (preferably a Life or Retired Fellow).
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (even year)

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Outreach Committee.
* Coordinate with the other committee chairs, as needed.

**PHILANTHROPY AND COMMUNITY RELATIONS DIRECTOR**

**Responsibilities:**

* Develop relationships with the community and charitable organizations to promote the STC-ACHE.
* Identify and partner with 1-2 core charitable organizations the Chapter will sponsor, with at least one annual philanthropic activity and one Chapter donation annually designated for that/those organization(s).
* Schedule at least quarterly volunteer opportunities for Chapter members.
* Research sites for events and follow through on all details such as appropriate dress, restrictions, refreshments, and size of volunteer group.
* Publish two (2) articles per year for the Chapter newsletter, highlighting Chapter philanthropic and community relations activities.
* Arrange and call all meetings of the Philanthropy & Community Relations Committee.
* Create and coordinate a budget for Philanthropic activities with the Treasurer.
* Create promotional pieces to publicize events and registration forms using the Chapter EventBrite and E-Blast systems (Coordinate with Communications Dir).
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

 **Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (even year)

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Philanthropic and Community Relations Committee.
* Coordinate with the other committee chairs, as needed.

**PROGRAM DIRECTOR**

**Responsibilities:**

* Develop at least quarterly educational programs to support the needs of members of the Chapter to support advancement in ACHE and identify key issues/topics to be addressed.
* Select, invite, and follow-up with program faculty to ensure their participation.
* Research sites for events and follow through on all of the obligations of the contract made with the site at which the program will be held, including meal arrangements.
* Arrange and call all meetings of the Program Committee.
* In conjunction with the Treasurer, create a budget for the Program Committee.
* Coordinate and assign Program tasks to committee members/volunteers to ensure that all preparation for upcoming program events is accomplished successfully.
* Coordinate the education needs survey of the Chapter.
* Maintain records of all Chapter events conducted and report electronically to ACHE using the ACHE Event Submission Form, particularly for face-to-face training.
* Create promotional pieces to publicize events and registration forms using the Chapter EventBrite and e-Blast systems (coordinate with Communications Dir.).
* Participate in the Planning Committee for the annual South Texas Healthcare Landscape event on the last Friday in January and also conduct a minimum of three (3) additional Chapter educational events per year.
* Publish at least two articles in the Chapter newsletter annually detailing Chapter events.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (odd year)

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Program Committee.
* Coordinate with the other committee chairs, as needed.

**Please note that additional guidance is in ACHE's Educational Program Planning Manual.**

**PUBLICATIONS DIRECTOR**

**Responsibilities:**

* Develop four (4) quarterly STC-ACHE Newsletters and submit them to HQ, ACHE in Chicago, IL, for publication and distribution through our STC-ACHE Website.
* Solicit articles of healthcare management interest for the STC-ACHE **BOD**, STC-ACHE Membership, and other healthcare professionals in the STC-ACHE geographical area.
* Coordinate directly with ACHE to schedule newsletters for publication and distribution through the STC-ACHE Website.
* Arrange and call all meetings of the Chapter Publications Committee.
* Create and coordinate budget for Chapter Publications with the Chapter Treasurer.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (odd year)

**Attendance Responsibilities:**

* Attend all Chapter Meetings
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Chapter Publications Committee.
* Coordinate with the other committee chairs, as needed.

**Newsletter Publication Timeline**

|  |  |  |
| --- | --- | --- |
| **WINTER EDITION** | January | Identify articles and distribute assignments/deadlines |
| February | Complete first draft by end of month |
| March | Publish by 15th of month |
| **SPRING EDITION** | April | Identify articles and distribute assignments/deadlines |
| May | Complete first draft by end of month |
| June | Publish by 15th of month |
| **SUMMER EDITION** | July | Identify articles and distribute assignments/deadlines |
| August | Complete first draft by end of month |
| September | Publish by 15th of month |
| **FALL EDITION** | October | Identify articles and distribute assignments/deadlines |
| November | Complete first draft by end of month |
| December | Publish by 15th of month |

**STUDENT AFFAIRS DIRECTOR**

**Responsibilities:**

* Develop relationships with each the Deans/Directors for each college and university in the STC-ACHE area that offers a Masters Degree in Healthcare Administration, Health Services Management or other disciplines offering concentrations in Healthcare Administration/Management. Orient each new incoming class in these programs concerning the American College of Healthcare Executives (ACHE) and the benefits of the organization on professional development, networking and establishing a lifetime of learning in healthcare.
* Assist in obtaining a Student Representative from each healthcare program to the STC-ACHE **BOD** to serve as the liaison between these healthcare students and the professional organization for healthcare executives.
* Facilitate the dissemination of important information from the **BOD** to those Student Representatives who are unable to attend for dissemination to their student groups (e.g. **BOD** Scholarship application procedures/STC-ACHE Educational Events).
* Ensure the transition from one set of Student Representatives to the next as each class graduates and a new one begins.
* Help integrate interested students into the **BOD** at the committee level so they will be able to join and fully participate once they are in their internships, fellowships, residencies or full time positions.
* Publish one article per year for the Chapter newsletter, highlighting STC-ACHE Student Affairs activities.
* Arrange and call all meetings of the Student Affairs Committee.
* Create and coordinate budget for Student Affairs with the Chapter Treasurer.
* Coordinate one (1) educational event annually focused on students and early careerists.
* Submit monthly reports to the chapter secretary no later than one (1) week prior to the monthly board meeting.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:** Two (2) Years (odd year)

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of the Student Affairs Committee.
* Coordinate with the other committee chairs, as needed.

**STUDENT REPRESENTATIVES**

Each college and university in the STC-ACHE area that offers a Masters Degree in Healthcare Administration, Health Services Management, or other disciplines offering concentrations in Healthcare Administration/Management is invited to nominate one or two student representatives to the STC-ACHE Board. The student representatives will, in conjunction with the Student Affairs Director, liaison with other students and faculty within the respective school/program in support of STC-ACHE activities. The student representatives will assist in orienting students on ACHE, professional development, networking, and establishing a lifetime of learning in healthcare. The student representative is a non-voting board liaison.

**Responsibilities:**

* If there are two student representatives, both students can attend the board meetings; but at least one student must attend the board meeting
* Communicate regularly with the STC-ACHE Director, Student Affairs and the University Director or designee
* Provide individual contact information to the STC-ACHE Director, Student Affairs and the STC-ACHE Secretary (email address and number)
* Attend all Chapter board meetings, either via teleconference or in person
* Review all board meeting materials prior to each meeting
* Review board meeting minutes
	+ Forward board meeting minutes to classmates, Director, or designee with relevant information highlighted, such as:
		- ACHE scholarship information
		- Information about upcoming Chapter educational and networking events
		- Other invitations, as appropriate, from the STC-ACHE Chapter, or universities in the Health Education Network (HEN)
* Communicate appropriate university information to the STC-ACHE Board of Directors

**Qualifications:**

* Must demonstrate dedication to STC-ACHE and ACHE missions
* Must be an ACHE student member

**Term of Office:**

* One (1) year, including the summer

**Attendance:**

* Miss no more than two (2) BOD meetings during term

**Committee Responsibilities:**

* Serve on the Student Affairs Committee

**LOCAL PROGRAM COUNCIL CHAIR(S)**

**Responsibilities:**

* Serve as the primary POC from a key local concentration of healthcare executives remote from San Antonio to the **BOD** of the STC-ACHE in San Antonio, TX.
* Serve on the **BOD** as the official representative of that geographical area of the STC-ACHE area.
* Facilitate the development of interest in the ACHE in general and our local STC-ACHE Chapter activities, in particular.
* Conduct at least one Educational and/or Networking Event annually in the LPC area.
* Coordinate directly with ACHE to schedule face-to-face training or networking events with advice and assistance, as requested, from STC-ACHE, including E-Blast, EventBrite, and funding support to publicize and execute LPC events.
* Publish one article per year for the Chapter newsletter, highlighting STC-ACHE LPC activities.
* Arrange and call all meetings of the LPC Committee.
* Create and coordinate the budget for LPC activities with the Chapter Treasurer.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.

**Term of Office:**

* Two (2) Years minimum (to continue indefinitely pending performance in role, willingness to serve, and lack of other interested candidates)

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Serve as Chair of their respective LPC Committee.
* Coordinate with the other committee chairs, as needed.

**DIRECTOR AT LARGE**

Voting membership on the board may be extended to Chapter members who have distinguished themselves through service to ACHE at either the Chapter or National level. These “Directors at Large” may include current or former elected ACHE officials, current members of ACHE committees, or past Chapter officers or directors. The chapter President will maintain a manageable number of these additional directors in accordance with reasonable guidelines for effective organizational governance, which will not exceed four (4) Directors-at-Large. Term for Director at Large is one year.

**Responsibilities:**

* Provide guidance and support to the Chapter for the overall direction of the Chapter through broad understanding of ACHE national and local Chapter policies and procedures, as well as local needs of members and the Chapter as a whole.
* Will be assigned as member of/liaison to at least one Committee Director for the purpose of communication, coordination, and executive-level mentorship and support.
* Where appropriate, will serve as a conduit between the Chapter and ACHE.
* Where appropriate, will serve as a conduit between the Chapter and senior healthcare executives in the Chapter area.

**Qualifications:**

* Must be a current ACHE affiliate in good standing.
* Must maintain an active address in the STC-ACHE area of responsibility.
* Must demonstrate dedication to the STC-ACHE and its mission.
* Must possess good communication, leadership, and organizational skills.
* Must be a member in good standing with STC-ACHE.
* Must possess knowledge of the programs, products and services of ACHE including recent history and developments.
* Must possess knowledge of the local, state and regional healthcare community, as well as broad knowledge of the national healthcare system including national trends and developments in the effective management of healthcare.
* Must have effective public speaking skills.
* Must have awareness of and experience with effective governance practices.

**Term of Office:**

* One (1) year with no limits on re-nomination for consecutive terms, at the discretion of the Chapter President and election by the Board of Directors

**Attendance Responsibilities:**

* Attend all chapter meetings.
* Miss no more than two (2) **BOD** meetings annually.

**Committee Responsibilities:**

* Will serve as member of/liaison to/mentor to at least one Chapter committee, as designated by the Chapter Board President.
* Will coordinate with all Directors for support, as needed.
1. **TRANSITION OF MEMBERS FROM THE BOD:**

Members of the STC-ACHE transition from their positions on the Board of Directors for one of the following reasons:

* They have successfully performed their duties and completed their term of office as specified in the STC-ACHE By-Laws and this **BOD** Policy and Code of Ethics.
* They resign their positions, before the end of their normal term of office is completed, because of personal or professional reasons.
* They have been unsuccessful in performing the duties of their positions, have not been attending **BOD** meetings as required, or providing Executive Input to the **BOD** in accordance with the STC-ACHE By-Laws and this **BOD** Policy and Code of Ethics. After a concerted effort by the President/Chair to assist in overcoming the problem**,** a board member may be terminated from the position on the **BOD**. This action can only be taken after a thorough review of the situation and a decision of the Board Chair, with the advice and consent of the Executive Committee of the Board.

In the event the Officers of the **BOD** believe that a member of the **BOD** is not satisfactorily performing his/her duties in accordance with the STC-ACHE By-Laws and this **BOD** Policy and Code of Ethics, the President/Board Chair will take the following actions to ensure due process for the board member, while also representing the best interests of the Chapter:

* Discuss the situation with the **BOD** member whose performance is deemed to be unsatisfactory and determine whether there are personal or professional extenuating circumstances. If the individual is experiencing temporary difficulties while attempting to perform their duties, the President may offer the individual help to accomplish his/her STC-ACHE duties. If it is determined the individual is unable or unwilling to perform the duties of the position he/she holds, the President may request the individual’s resignation (immediately or later at the discretion of the President).
* If the **BOD** member above acknowledges the issue as described above, but indicates he/she desires the opportunity to improve their performance to a satisfactory level, the President may work with the individual to establish a Remediation Plan, provide assistance, and establish a timeline for expected satisfactory performance.
* If the above Remediation Plan is not performed, and/or satisfactory performance is not achieved, or if the **BOD** member is unwilling to resign, the President will either schedule a special meeting of the **BOD Executive Committee** to discuss this matter or include it on the agenda for the next **BOD Executive Committee** meeting. The President will allocate sufficient time to present the facts concerning the situation and offer the **BOD** member in question the opportunity to speak on his/her own behalf or represent himself/herself. At the conclusion of the discussion surrounding this situation, the **BOD Executive Committee** will vote to determine whether the individual will remain on the **BOD**. A simple majority vote decides the action.
* If the individual in question position on the **BOD** is terminated, the President will seek a qualified member of the **BOD** or Chapter to fill the remaining term of this position.
1. **STC-ACHE ANNUAL AND TRANSITION CYCLES:**

The STC-ACHE operates on an annual basis. The Chapter fiscal year starts on January 1st and concludes on December 31st of each year. Preparation for the beginning of the new year actually begins long before December. It begins with the Nominating Committee developing a Slate of STC-ACHE Candidates to be elected at the Annual Chapter Business Meeting. A Draft Candidate List for the next year must be submitted to the **BOD** for review90 days prior (on/about July 25th) to the annual election in October. The candidate list may be modified for the next 30 days (on/about August 25th). At this time a final Candidate List for the next year’s officers must be published and circulated to the membership for review. During this time, other candidates may come forth, if they meet the requirements stated in the STC-ACHE By-Laws. In accordance with the Bylaws, the Chapter Nominating Committee will finalize the slate of candidates for general election. Once the Chapter Incoming BOD members are elected in October (on/about October 27th), they work and liaise with the current incumbent officers and directors to gain experience, knowledge and learn “best practices” prior to assuming office.

Beginning with the Transition Period in December each year, the annual STC-ACHE cycle occurs as follows:

**YEAR-END TRANSITION & STRATEGIC PLANNING PROCESS**

* **Prior to the Strategic Planning Meeting** – Incoming **BOD** members meet with their current incumbent counterpart **BOD** members (ideally face-to-face) to conduct individual 1:1 transition meetings to exchange experiences, ideas and proven “best practices”. This includes Immediate Past President, President, and Vice-President positions. Incoming BOD members will also meet (in-person or telephonically) with the President or Vice President to review expectations for the following year.
* **Prior to the Strategic Planning Meeting** – a Board Meeting is held to provide Year-End Committee Reports to all **BOD** members and provide an opportunity for discussion on all issues by the incoming and outgoing **BOD** members.
* **The First Friday Night in December**, traditionally, the incoming and outgoing **BOD** members gather for a Board Dinner.
* **The First Saturday in December**, traditionally, the formal **BOD** *Strategic Planning Meeting* takes place between the incoming and outgoing members. The agenda includes:
* Review and update the STC-ACHE Strategic Plan;
* Determine Operational Objectives to meet Goals for upcoming year;
* Establish the initial Calendar for upcoming year;
* Review the STC-ACHE By-Laws to ensure correctness;
* Review final ACHE Dashboard for the current year to revise Goals for upcoming year;
* Review the STC-ACHE Board Policy and Code of Ethics.
* Dates, Topics, Potential Panelists/Presenters for following year’s educational and networking opportunities are determined and scheduled.
* Designated current and incoming **BOD** members continue to participate in the planning process for the Annual South Texas Healthcare Landscape that occurs all day, the last Friday in January each year. STC-ACHE and the STC-HFMA jointly offer this program each year and alternate coordinating the event.

**ANNUAL CHAPTER ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **TIMEFRAME** | **ACTIVITY** | **RESPONSIBILITY** |
| January | South Texas Healthcare Landscape (San Antonio) | BOD |
| February – December | Preparation for the Annual South Texas Healthcare Landscape (the first educational and networking opportunity | Vice-President, Programs Director |
| February/March | Networking Event(s) – San Antonio & LPCs | Membership Director |
| March | Publication of Winter STC-ACHE Newsletter | Publications Director |
| April | Spring Educational Event | Programs Director |
| April | Advancement Informational Webinar | Advancement Director |
| May | Spring Philanthropic Event | Philanthropy And Community Relations Director |
| June | Publication of Spring STC-ACHE Newsletter | Publications Director |
| July | Summer Educational Event | Programs Director |
| August | BOG Exam Preparation Event | Advancement Director |
| August/September | Summer/Fall Philanthropic Event | Philanthropy And Community Relations Director |
| September | Publication of Summer STC-ACHE Newsletter | Publications Director |
| September | Networking Event | Membership Director |
| October | Fall Educational Event/Business Meeting/Elections | Programs Director, BOD |
| November | Incoming/Outgoing BOD positions 1:1 transition | BOD |
| December | Publication of Fall STC-ACHE Newsletter | Publications Director |
| December | Annual Board Dinner | Vice President  |
| December | Strategic Planning Meeting | President, BOD |

1. **BOARD OF DIRECTORS STANDING COMMITTEES**

|  |  |
| --- | --- |
| **RESPONSIBLE OFFICER/CHAIR** | **OFFICER COMMITTEES** |
| President | Chair, Chapter BODChair, Executive Committee  |
| Immediate Past President | Chair, Awards andScholarships Committee |
| Vice President | Chair, Nominating Committee |
| Treasurer | Chair, Finance Committee |

|  |  |
| --- | --- |
| **RESPONSIBLE DIRECTOR**  | **DIRECTOR COMMITTEES** |
| Advancement Director | Chair, Advancement Committee |
| Communications Director | Chair, Communications Committee |
| Diversity Director | Chair, Diversity Committee  |
| Marketing Director | Chair, Marketing Committee  |
| Membership Director | Chair, Membership Committee |
| Mentoring Director | Chair, Mentoring Committee |
| Outreach Director | Chair, Outreach Committee |
| Philanthropy & Community Relations Director | Chair, Philanthropy & Community Relations Committee |
| Program Director | Chair, Program Committee |
| Publications Director | Chair, Publications Committee |
| Student Affairs Director | Chair, Student Affairs Committee |
| Chair, Coastal Bend LPC | Chair, Coastal Bend LPC |
| Chair, Rio Grande LPC | Chair, Rio Grande LPC |

**VII. APPROVAL SIGNATURES**

The Chapter Board has approved the above STC-ACHE Board of Directors Policy and Code of Ethics, as written.

\_\_\_//s//\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, STC-ACHE Date:

\_\_\_//s//\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary, STC-ACHE Date:

**VIII. APPENDIX A – STC-ACHE BOD STRUCTURE**

**IX. APPENDIX B – STC-ACHE CHAPTER MAP**

