

Chapter Leaders Update - December 2009 (Print All Articles)

Chapters Help Promote the 2010 Congress on Healthcare Leadership

Steps have been taken to help chapters promote the 2010 Congress on Healthcare Leadership.

- On Nov. 16, 2009, Congress information was posted on the "events" page of the more than 60 chapters whose Web site is hosted on ACHE's server. The information includes a link to the [online brochure](#) and the [online registration](#), both of which went live on Nov. 16.
- From December 2009 through February 2010, each month's Chapter Leaders Update e-newsletter to chapter officials will feature a brief article highlighting one chapter-related element of Congress.

Participate in Chapter Activities at Congress

Chapter leaders will have the opportunity to take part in a number of Congress activities:

Student Associate Networking Reception: Monday, March 22

Chapter presidents are invited to attend the Student Associate Networking Reception. The reception will be held from 6:15 p.m. to 7:15 p.m. at the Hyatt Regency Chicago. District signs will be placed throughout the room to help officials network with students from their chapter area. Chapter officials also will have a chance to network with members of ACHE's Board of Governors and Council of Regents, who are traditionally present at this reception.

Chapter Leaders Reception: Tuesday, March 23

Chapter officials are invited to attend the Chapter Leaders Reception. The reception will be held from 6:00 p.m. to 7:00 p.m. at the Hyatt Regency Chicago. Please note the Chapter Leaders Reception is not included in the Congress brochure.

RSVP forms for these two events will be mailed to presidents in January.

Recognition of Chapter Award Winners and Immediate Past Presidents at the Malcolm T. MacEachern Memorial Lecture and Luncheon: Tuesday, March 23

Portions of the Malcolm T. MacEachern Memorial Lecture and Luncheon will be devoted to chapter recognition activities. Presidents of the 2010 award-winning chapters will be invited to attend the luncheon to recognize their chapter's accomplishments as part of the Chapter Management and Awards Program. Also, presidents who completed their term in 2009 will be recognized. Their name and the name of their chapter will appear on a video scroll, and they will be asked to stand and be recognized for their service. An invitation letter and RSVP form will be sent to immediate past presidents in January.

Visit the Chapter Resource Center Booth in the Congress Exhibit Area

The ACHE Regional Services team will be staffing a Chapter Resource Center Booth for chapter leaders. Come by to pick up a chapter ribbon, chat with your regional director or learn how to access chapter resource tools from ache.org. The booth will be open Monday, Tuesday and Wednesday of Congress and will be run by regional directors and other ACHE staff on a rotating basis. More details will follow about your regional director's scheduled time at the booth.

Complete Year-End Reporting

The 2009 Chapter Self-Assessment was mailed to all chapter presidents in late November. The Chapter Agreement requires a Chapter Self-Assessment be completed by each chapter annually. This assessment is conducted to confirm that the current chapter criteria continue to be met by your chapter. A completed assessment, along with copies of the requested documents, will keep your records with ACHE current.

On Nov. 28, chapter presidents should have received the Chapter Services Assessment from ACHE President and CEO Thomas C. Dolan, PhD, FACHE, CAE. This annual assessment provides chapters the opportunity to assess how well the Division of Regional Services is serving the chapter leaders. A return envelope was enclosed in this mailing, allowing the completed assessment to be sent directly to Dr. Dolan.

Be sure all of your chapter events have been reported via the online Event Submission Form. All chapters are expected to submit reports about their events as part of the criteria to maintain chapter status. These reports are important to fully chartered chapters because the information is used to calculate the indexed attendee hours a chapter provides each year—one of the four areas in which a chapter can be recognized as part of the Chapter Management and Awards Program. The reported data are used to gauge the value delivered to healthcare executives by your chapter individually and all chapters collectively.

[View the reports](#) of chapter events submitted for your chapter to date. To report any missing events, enter the information via the online [Event Submission Form](#).

New ACHE Category I Templates

ACHE has added three new Category I education templates that can be used by chapters:

[Rebuilding Public Trust Following Hospital Clinical and Managerial Errors](#)

[Leading Information Safety: Planning for Data Privacy and Security](#)

[Employing Social Media to Build Customer Satisfaction and Community Outreach](#)

For more information about these templates, click on the hyperlinks above or visit the [Chapter Education Program Information](#) section of **ache.org**. You will need your ACHE user name and password to access this area.

Changes in Policies Regarding Credit Offerings

The Chapter Education Manual has been updated in several areas regarding chapters offering Category I (ACHE education) programs to their members.

Chapters can offer annually up to 6 Category I (ACHE education) credits to their membership through the panel discussion templates if the programs are marketed to the membership as a whole. However, if a chapter divides its membership into local program councils (LPCs) or market areas (MAs), each LPC or MA can offer up to 6 Category I credits per year.

In order for ACHE to effectively track the use of Category I panel discussion templates, chapters must identify their LPCs and MAs at the beginning of each year. A related [memo](#) and the [Chapter Territory Designations form](#) were sent to all chapter presidents on December 3. Please return this form to your regional director by December 31, 2009.

Chapters can offer continuing education credit for ACCME, NASBA and NAB to affiliates who attend the chapter's Category I program. Please be aware that, due to a change in these organizations' requirements, additional criteria and fees to be paid by the chapters are now mandatory to offer these credits.

If you have any questions regarding these changes, please contact your regional director.

Chapter Leaders Conference Resources

Thank you to the 200-plus chapter leaders and ACHE elected leaders who attended the sixth annual Chapter Leaders Conference on October 19–20 in Rosemont, Ill. For your convenience, we are including the [handouts and resources](#) that were distributed at this year's conference. Many of these materials also can be found on the jump drive you received at the conference. Please share these materials with your fellow chapter leaders.

Did You Know...

You should be checking your Chapter Dashboard Report regularly for updates. If you have not glanced at it recently, we have added some information.

The "Advancement to Fellow" column now provides the number of members in your chapter who are eligible to advance, not just the percentage. We also have added a second page to the dashboard that includes supplemental chapter performance data

such as total membership and total programming hours. In addition, it allows you to compare data from the two previous years—2007 and 2008.

The Chapter Dashboard Report can be accessed via the Chapter Business Center in the Chapter Service Center menu. For more information, please contact your regional director.

Save the Date: Make Plans to Attend Next Year's Chapter Leaders Conference

September 20–21, 2010
InterContinental Chicago O'Hare
Rosemont, Ill.

Thank You!

ACHE thanks all chapter officials for your volunteer service in 2009. ACHE's chapters are an increasingly important element in enhancing the value of ACHE membership by providing services to affiliates and other healthcare executives at the local level. Thank you for providing your talents and time to our professional society.