



American College of Healthcare Executives
of Southern California

LEADERSHIP MANUAL

Mission, Vision, & Core Values

Mission

To be THE leading organization dedicated to fostering the growth of professionals committed to advancing healthcare.

Vision

To advance healthcare leadership and promote excellence through education, networking, community service and partnerships.

Core Values

Fellowship

We foster intentional and meaningful relationships.

Lifelong Learning

We recognize continuous learning is essential to remain relevant, agile, and innovative.

Social Responsibility

We support our communities through civic duty and actions that benefits society.

Diversity and Inclusion

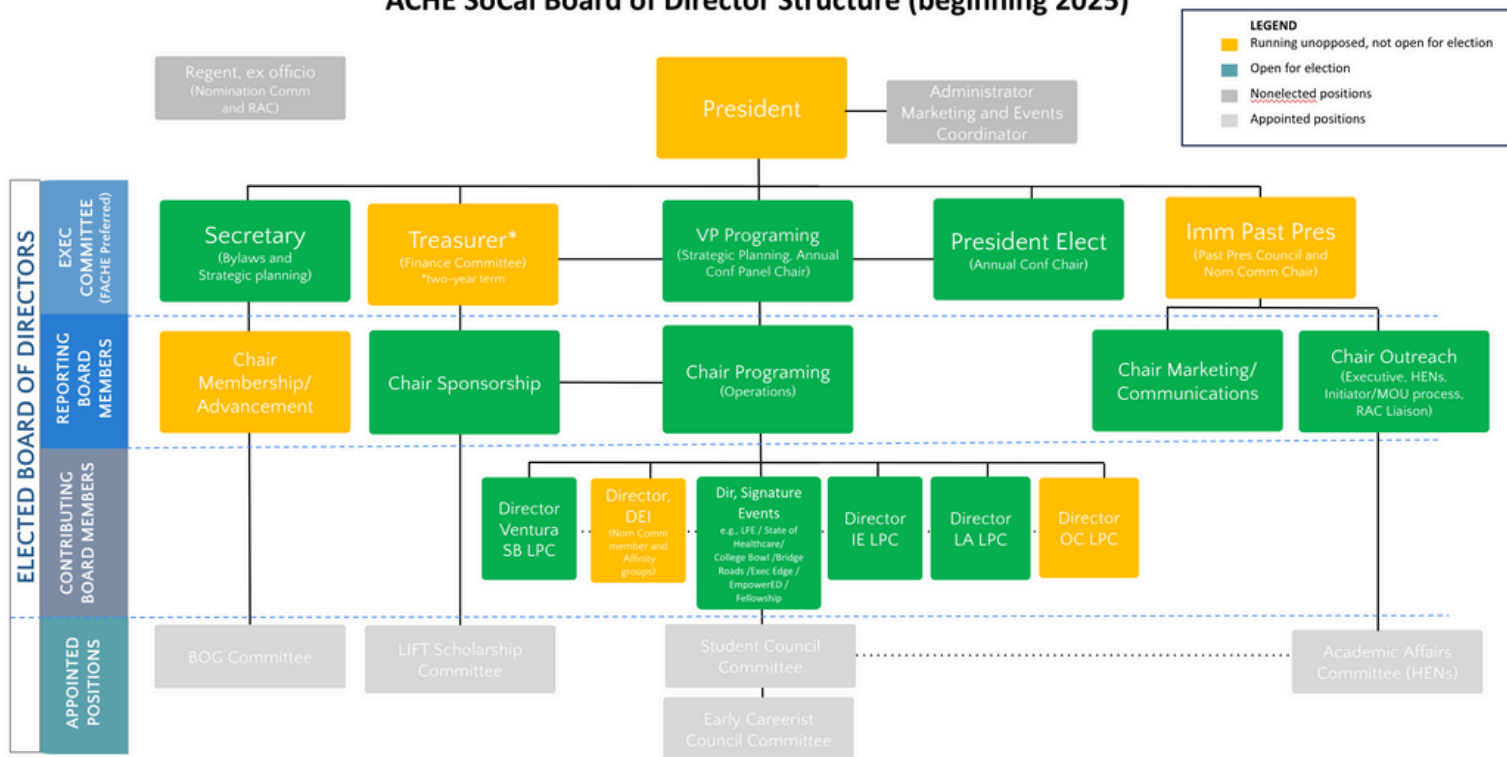
We champion equity and value unique contributions.

Past Chapter Presidents

| Year | President | Year | President |
|-------------|----------------------------------|-------------|---------------------------------------|
| 1957 | Samuel Tibbits | 1991 | Norma Brambilla |
| 1958 | Isadore Weinstein | 1992 | John Meyer, FACHE |
| 1959 | Henry Dunlap | 1993 | Matthew Gerlach, FACHE |
| 1960 | Robert Lyons | 1994 | Susan Hollander |
| 1961 | Arthur E. Carlson | 1995 | Rita Zwern, FACHE |
| 1962 | Lou Gillette | 1996 | Robert Blair |
| 1963 | Robert Craig | 1997 | John Faubion, FACHE |
| 1964 | Archer Chamlee | 1998 | Jack Ivie, FACHE |
| 1965 | James Weggener | 1999 | George Pressler |
| 1966 | Austin Turner | 2000 | John Edelston |
| 1967 | Joe Cook | 2001 | Michael Robin |
| 1968 | Ron Harper | 2002 | John Joyce, FACHE |
| 1969 | Joel Kass | 2003 | Edward Carloni |
| 1970 | Norman Peterson | 2004 | Tim Thornell, FACHE |
| 1971 | William True | 2005 | Susan Funk |
| 1972 | Jeanne Parrish | 2006 | Dan Fahey, FACHE |
| 1973 | B. Harold Orr | 2007 | Chuck Dorman, FACHE |
| 1974 | Que Hansen | 2008 | Stan Grube, FACHE |
| 1975 | Ira R. Alpert, FACHE | 2009 | Mickey Goldman, FACHE |
| 1976 | Sarah C. Martin | 2011 | Kim Athmann King, FACHE |
| 1977 | Richard A. Hachten, II, FACHE | 2012 | Kim Athmann King, FACHE |
| 1978 | Stan Groth | 2013 | Tom Dougherty, FACHE |
| 1979 | James Larson | 2014 | Dan McLaughlin, FACHE |
| 1980 | Stephen Dixon | 2015 | Dimitrios Alexiou, FACHE |
| 1981 | A. Walter Hankwitz | 2016 | Ellen Zaman, FACHE |
| 1982 | Steve Smith | 2017 | Harry Sax, MD, FACHE |
| 1983 | Robert A. Armstrong | 2018 | Victor Carrasco, FACHE |
| 1984 | Robert C. Bills | 2019 | Victor Pena, MBA |
| 1985 | Mike Shubin | 2020 | Tricia Kassab, EdD, RN, FACHE |
| 1986 | Gayle Bullock, FACHE | 2021 | Kat Caminiti, MBA, FACHE |
| 1987 | B. Frank Black | 2022 | Mike Lee, FACHE |
| 1988 | Stephanie Kenney | 2023 | Anne Tanner, MN, RN, FACHE, NEA-BC |
| 1989 | S. Scott Tibbits | 2024 | Clare Lee, MBA, FACHE |
| 1990 | Deborah S. Nicklas | 2025 | |

2025 Organizational Chart

ACHE SoCal Board of Director Structure (beginning 2025)



Open positions

Unavailable positions

Appointed positions

Chapter Committees

Academic Affairs

To provide communication between academic institutions and the Chapter Board and providing information to students about ACHE Southern California.

At Large/Executive Engagement

State of Healthcare

Annual Conference Planning Subcommittee

To plan and implement Annual Conference for the Chapter.

Finance Committee

Board of Governor's (BOG) Committee

Bylaws Committee

College Bowl Committee

Marketing & Communications Committee

To develop strategies for communication to promote the Chapter and Chapter educational events through the website, newsletter, social media, and other tools/platforms/software.

Diversity Committee

To ensure diversity and inclusion within the Chapter and link with affinity groups.

Early Careerists Council

To provide relevant programs for career advancement, networking, and mentoring for early careerists, including the annual BridgeRoads and Pathways programs.

Executive Committee

To act on behalf of the board, between board meetings, as the need arises (includes chapter officers and at-large directors). See organizational chart on Page 5.

Chapter Committees

Executive Outreach

To promote membership and linkage with CEOs and C-Suite members through quarterly events.

Membership/Advancement Committee

To develop strategies and programs for recruitment and retention of members throughout the region and to promote advancement for eligible members. identify members eligible for advancement.

Nominations Committee

To develop the workflow around board nominations, develop the nomination form, ballot, and other related materials

Past President's Council

Physicians Council

Programs Council At Large and Local Program Councils (Los Angeles, Orange County, Inland Empire and Ventura/Santa Barbara

LIFT Scholarship Committee

To manage the LIFT scholarship program

Sponsorship Committee

Strategic Planning Committee

Student Council

President

The President is the chief executive of the ACHE Chapter and is responsible for calling and presiding at Chapter Board and business meetings and providing direction and coordination to members of the Chapter Board of Directors, the Executive Committee, and members of the chapter.

Responsibilities

- Sets expectations for Board of Directors' participation and activity, and upholds Chapter Mission and ACHE Code of Ethics
- In collaboration with the Secretary, assures an annual review and/or revision of the Chapter strategic plan
- Monitor the progress of Chapter goals and objectives as set forth in the Strategic plan
- Stay current with all new ACHE information and policies and coordinates the dissemination of this information to chapter members and addresses issues related to Board and membership
- Serve as the primary spokesperson for the chapter within the community and as a liaison with ACHE
- Attends as many regional meetings as possible
- Ensure that meetings of the Board of Directors occur frequently enough to manage the business of the Chapter
- Preside over all business meetings of Chapter and the Board of Directors. In the event of his/her absence, appoints a presiding officer in the following priority sequence; President-elect, Immediate Past President, Secretary, or Treasurer
- Complete outreach to new members welcoming them to the Chapter and share the new member names with the Membership & Advancement Chair
- Ensure that Chapter events are reported to ACHE on a timely and accurate basis, financial statements are submitted to ACHE on a timely basis, and that ACHE is notified about changes in the appointed and elected chapter leadership
- Work with Secretary on monitoring of Dashboard and other Chapter metrics
- Prepares and communicates a chapter self-assessment, which reflects the chapter's current status and identifies areas for improvement and growth
- Mentor and prepare the president-elect to assume the duties of president
- Write a "President's Message" for each ACHE chapter newsletter
- Plan and work with the Treasurer to prepare the annual budget
- Ensure diversity and inclusion in all Chapter programs and governance
- Support activities of the Sponsorship Committee to identify potential sponsor support for Chapter programs and events

President

- Participate in the development and recruitment of leaders for the Chapter
- Coordinate all Chapter awards functions and recognition in conjunction with office staff (and may convene a awards/recognition committee if needed)
- Ensures recognition of volunteers
- Current ACHE member in good standing for a period of no less than one year
- Maintains current certification as fellow through the American College of Healthcare Executives
- Must have completed at least one term as a Director of the Board or made a significant contribution to ACHE and any ACHE Chapter
- Live or work in the Southern California region
- Demonstrate commitment to ACHE and its mission
- Strong leadership, communication and organizational skills
- A transition meeting with the person who previously held the position to review position responsibilities and progress on Committee goals
- Prepare and communicate a final written report on the year's ACHE activities, which includes recommendations for the following year and communicate this report to the incoming President and to the Board of Directors at the Annual transition meeting

Qualifications

- Current ACHE board member in good standing for a period of no less than one year
- Must have completed at least one term as an elected Board Member or possesses significant knowledge of the role
- Live or work in the Southern California region
- Maintain an active address in the ACHE Southern California region
- Attend ACHE Chapter Leaders Conference
- Maintain current certification as Fellow (FACHE) through the American College of Healthcare Executives
- Demonstrate commitment to ACHE and its mission
- Possess strong leadership, communication, and organizational skills
- Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD and Executive committee meetings
- Attend the annual ACHE Chapter Leaders Conference in Chicago
- Attend the California Joint Networking Event at ACHE Congress
- Attend and represent the Chapter at the Annual Conference
- Attend and present at the Annual Business Meeting (State of the Chapter)

Time Commitment

- 20-40 hours per month

President Elect

The President-Elect is an Officer of the Board. This key leadership role is responsible for and oversees all aspects of the Annual Conference, including panel development, sponsorship support, conference budget, and works directly with the Chair of Marketing and Communications on conference-related digital assets. Assume the Office of the President during any absence or vacancy of the President.

Responsibilities

- Convenes the Annual Conference planning committee to produce the annual program and oversees all aspects of this event
- Provides direction to the VP, Programming in execution of all panel details for the Annual Conference
- In collaboration with the Treasurer, develops Annual Conference budget
- In collaboration with Chair, Sponsorships, develops a fiscally responsible program
- Works with Executive Committee and Event Coordinator to choose conference location annually
- Assume the office of President at the expiration of the President's term or earlier if the office becomes vacant for any reason
- Participates on the executive committee to annually review governance structure, bylaws, and related practices
- Communicates effectively at all levels and positively represents ACHE at meetings or functions that would benefit the chapter and ACHE, and attends as many regional meetings as possible
- Responsible for transition of Board Members and orientation of new Board members in preparation for year as President
- Work closely with current president and officers throughout the year as preparation for Chapter presidency
- Participates in development and recruitment of future leaders of the Chapter
- Publishes at least one article per year in the Chapter newsletter
- Attends a transition meeting with the President to assure responsibilities are understood
- Participates in a transition meeting with the current President

Qualifications

- Current ACHE affiliate member in good standing for a period of no less than one year
- Maintain current certification as fellow through the American College of Healthcare Executives
- Must have completed at least one term as an elected Board Member or possesses significant knowledge of the role
- Live or work in the Southern California region
- Attend the annual ACHE Chapter Leaders Conference in Chicago
- Maintains current certification as Fellow (FACHE) through the American College of Healthcare Executives
- Demonstrate commitment to ACHE and its mission
- Strong leadership, communication, and organizational skills

Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD and Executive committee meetings
- Attend the annual ACHE Chapter Leaders Conference in Chicago
- Attend the California Joint Networking Event at ACHE Congress
- Attend and represent the Chapter at the Annual Conference

Time Commitment

- 15-30 hours per month



Immediate Past President

The Immediate Past-President is an Officer of the Board. This key leadership role is responsible for providing continuity and support to the President, Executive Committee, and Board of Directors as needed. Serves as Chair of the Nominating Committee. Serves as Chair of the Past-President's Council. Serves as liaison to the Chair of the Physicians' Council.

Responsibilities

- Assures continuity of all chapter activities by serving as a support to the President, and any other officers or board members
- Chairs the Nominating Committee
- Coordinates the selection of qualified candidates and publishes the slate of candidates for elected board positions per the bylaws
- Chairs the Past-Presidents Council. Serves as the board's liaison to all past presidents to promote engagement and to preserve historical perspective
- Serves as the liaison of the Physicians' Council by representing their needs to the Board of Directors
- Publishes at least one article per year in the Chapter Newsletter
- Assists President-Elect with transition and orientation of Board members
- Assures role continuity holding transition meeting with the incoming President

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Maintain current certification as Fellow(FACHE) through the American College of Healthcare Executives
- Must have completed their term as President and possesses significant knowledge of the role
- Live or work in the Southern California region
- Demonstrate commitment to ACHE SoCal and its mission
- Must possess good communication, leadership, and organizational skills

Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD and Executive committee meetings
- Attend ACHE Chapter Leaders Conference if requested

Time Commitment

- 10 - 20 hours per month

Secretary

The Secretary is an Officer of the Board. This key leadership role is responsible for convening the Strategic Planning Committee to review or revise the chapter strategic plan. Serves as the chairperson of the Bylaws Committee.

Responsibilities

- In collaboration with the President and officers of the Board, develops the chapter Strategic Plan
- In collaboration with the President, records minutes of all Board and Executive Committee meetings, and disseminates to Board members on a monthly basis
- Responsible for preparation and maintenance of all official Chapter records
- Compiles, monitors, and communicates the Chapter Dashboard Report and reviews/implements actions as necessary to meet established Chapter goals using ACHE recognition criteria
- Chairs the Bylaws Committee. Selects and convenes committee members to annually review and revise the bylaws as necessary
- Establishes and directs administrative staff to assure proper record retention including official records of the treasury in collaboration with the treasurer
- Publish at least one article per year in the Chapter Newsletter
- Assures role continuity holding transition meeting with the incoming Secretary

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Must have actively participated as a member of the Board for at least one year (i.e. Chair, Co-Chair etc.)
- Live or work in the Southern California region
- Demonstrate commitment to ACHE SoCal and its mission
- Strong leadership, communication, and organizational skills
- Fellow (FACHE) credential preferred

Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD and Executive committee meetings

Time Commitment

- 15 hours per month

Treasurer

The Treasurer is an Officer of the Board. This key leadership role acts as the chief financial officer of the chapter and manages all of the cash, bank accounts and financial records for the chapter. Serves as chair of the Finance Committee.

Responsibilities

- Regularly communicates chapter's current financial position to the Executive Committee and Board of Directors
- Develops and implements annual budget and communicates to the BOD
- In collaboration with the Finance Committee, assures proper asset management
- Oversees financial audits as needed
- Reviews and provides guidance for event budgets, seeking budget neutrality
- Retains chapter financial records and files
- Serves as the chapter liaison to the bank, and the investment advisor
- Maintains current signature cards to assure timely financial transactions
- Reviews and/or establishes clear financial policies and procedures
- Acts as chapter liaison to the IRS and the Franchise Tax Board. Annually files all appropriate federal and state forms, reports and returns. Prepares and files the Chapter financial position statement with ACHE

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Must have experience with industry accounting processes, budget development and financial management skills for non-profit boards
- Demonstrates knowledge of electronic financial management software (e.g. Quickbooks)
- Must have completed at least one term as a Board Member or other significant contribution to ACHE or any ACHE Chapter
- Live or work in the Southern California region
- Demonstrate commitment ACHE SoCal and its mission
- Strong leadership, communication, and organizational skills
- Fellow (FACHE) credential preferred
- Assures role continuity holding transition meeting with the incoming Treasurer

Term of Office: Two (2) years

Attendance Responsibilities

- Attend 80% of BOD and Executive committee meetings

Time Commitment

- 15 hours per month

VP, Programming

The Vice President of Programs is an Officer of the Board. This key leadership role is responsible for and oversees all aspects of chapter programs including education, networking, and community service events. In coordination with the executive committee, this officer is responsible for setting the strategic direction of all events. This position serves as the chair person for the panels and moderators for the Annual Conference.

Responsibilities

- In collaboration with the President-Elect, oversees the planning and execution of all panels, including providing direction to the panel leads as they select topics and panelists for the Annual Conference.
- Directly oversees and supports the work of the Chair, Programming
- Oversees and provides strategic direction to the Chair, Programming to meet chapter indexed attendee hour metric
- Collaborates on a regular basis with the Chair, Sponsorships to assure sufficient dollars are raised to cover conference costs.
- Serves as the primary liaison between the board and the event coordinator.
- Collaborates with Chair, Marketing & Communications to assure timely and effective internal & external messaging about the Annual Conference is conducted.
- Develop and implement a comprehensive annual program plan in alignment with the organization's strategic goals.
- Serves as the chapter liaison to ACHE to meeting programming requirements (In-Person, Virtual In-Person, Qualified Education, Community Service)
- Assures the Chair, Programming is convening each of the Local Programming Councils (LPCs), the DE&I Committee, and Signature Events Committees on a monthly basis.
- Provides monthly reports to the Board of Directors on all program and event activities of the chapter
- In collaboration with the chapter president, prepares an annual summary of accomplishments for the required year-end summary report.
- Identifies and grooms successor, and conducts transitional planning meeting.

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Must have completed at least one term as a Board Member or other significant contribution to ACHE or any ACHE Chapter
- Live or work in the Southern California region
- Demonstrate commitment ACHE SoCal and its mission
- Strong leadership, communication, and organizational skills

Term of Office: One (1) year with possible appointment for one (1) additional year.

Attendance Responsibilities

- Attend 80% of BOD and Executive committee meetings

Time Commitment

- 20 hours per month



Chair, Marketing & Communications

The Chair of Marketing & Communications appropriately develops and implements timely communication that effectively informs Chapter members and the local healthcare community about Chapter programs, events and initiatives.

Responsibilities

- Manages all Social Media, Publications, Website, flyers, brand management/image (e.g. chapter logo) etc.
- Builds a robust Marketing & Communications team, and appoints committee members to fulfill the following functions: Social Media, Quarterly Newsletters, Graphic Design, Annual Conference, and Chapter Historian
- In collaboration with Chair, Programming, and Event Coordinator, convenes weekly meetings to discuss marketing strategy
- Assures timely dissemination of Chapter communications (e.g. upcoming events, new officers, newsletters etc.) using all available platforms (email, social media, website, and printed collateral materials)
- Annually reviews and updates key Chapter documents such as: Leadership Manual, Sponsorship Packets (Regional/Annual Conference), etc.
- Oversees the development and distribution of four (4) quarterly ACHE SoCal Newsletters
- In collaboration with Event Coordinator, oversees content publishing on the Chapter website
- In collaboration with Chair DE&I, publishes monthly diversity highlights across social media platforms
- Supports activities of the Sponsorship Committee, by publicizing sponsor relationships in accordance with Sponsorship Committee rules (i.e. post logos on the website)
- Assures role continuity holding transition meeting with the incoming Outreach Chair

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Live or work in the Southern California region
- Demonstrate commitment to the ACHE SoCal and its mission
- Strong leadership, communication and organizational skills
- Proficient in digital media & content creation (e.g. Canva, MailChimp, WordPress, Microsoft Suite, social media platforms)

Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD meetings

Time Commitment

- 20 - 30 hours per month

Chair, Membership & Advancement

The Chair, Membership and Advancement leads the Membership and Advancement Committee in developing member recruitment and retention strategies, meeting annual membership goals, overseeing the Board of Governor's series. Tracks data on advancement to FACHE, member retention, and assists chapter in assuring membership needs are met.

Responsibilities

- Promotes the Chapter and ACHE to area healthcare executives and to nonmembers throughout the Chapter's geographic area
- Convenes a membership and advancement committee and ensures geographic coverage with LPCs
- Ensures there is timely communication to:
 - Welcome new members to the Chapter
 - Congratulate members on Board of Governors Exam completion and/or becoming an ACHE Fellow (FACHE)
 - Rekindle lapsed members
 - Promote the FACHE credential to eligible chapter members
 - Inform BOG Series participants, in collaboration with the Chair, BOG Series, about BOG program details
 - Develop focused advancement programs and events to support the needs of the members of the Chapter to advance to Fellow or re-certify
- In collaboration with the Chair, Programming, coordinates networking events and promotes membership during those events
- Attends or delegates responsibility to attend and engage new members at all chapter networking events
- Works with Chair, Programming and Chairs, Local Programs Councils (LPCs), to develop programs to attract new members (e.g. New Member Orientation)
- Coordinates with the Chair, Academic Affairs to ensure communication with students and faculty to promote membership
- In collaboration with Chair, Marketing and Communication ensures materials are prepared for membership outreach activities
- Monitors student member attrition and creates strategies to enroll them as regular members
- Collaborates with the Secretary to produce and monitor dashboard metrics monthly to share with Board members
- Coordinates with the Chair, Outreach, and others, to rekindle lapsed members through outreach
- Provides membership report on monthly basis

Chair, Membership, & Advancement

- Ensures diversity and inclusion in all membership recruitment and advancement efforts
- Publishes a minimum of two (2) articles per year in Chapter quarterly newsletters
- Submits names of new Chapter members to Chair, Marketing & Communications for publishing in quarterly newsletters
- Assures role continuity holding transition meeting with the incoming Chair

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Live or work in the Southern California region
- Demonstrate commitment to ACHE SoCal and its mission
- Strong leadership, communication and organizational skills
- Ability to analyze and present data

Term of Office: One (1) Year

Attendance Responsibilities

- Attends 80% of BOD meetings
- Assures Membership Committee representation at all networking events

Time Commitment

- 10 hours per month

Chair, Outreach

The Chair of Outreach is a key member of the board, leads the following Chapter initiatives: executive outreach, Learning From Experience Events, relationships with Higher Education Network Leaders (HEN), and manages or initiates any Memoranda of Understanding (MOU) processes and serves as the liaison to the Regents Advisory Council.

Responsibilities

- In collaboration with the Chair of Programming, plans and executes programs for executive-level leaders
- Sources executive-level speakers for the Learning from Experience (LFE) programs and facilitates selection of venue and moderates the discussion
- As guided by the Executive Committee, assures the elements contained within MOU partnership documents are being met
- Writes new MOU agreements as guided by the Executive Committee
- In collaboration with the Chair, Academic Affairs, assures chapter information and education is disseminated to program chairs within the Higher Education Network (HEN) of schools. Speaks at or facilitates speakers to engage HEN schools
- In collaboration with other chapters, plans two (2) State of Healthcare programs annually
- Manage relationships and serve as the chapter liaison to HASC, HFMA, HIMMS & other professional affiliate organizations
- Coordinates with National ACHE to identify grant opportunities and other opportunities to provide members with information on these opportunities
- Coordinates an annual event with SOHL, if requested
- In collaboration with the President, and the Event Coordinator, coordinates the annual California Joint Chapters networking event at Congress
- Publish at least one article per year in the Chapter Newsletter
- Assures role continuity holding transition meeting with the incoming Outreach Chair

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Must have completed at least one term as a Board Member or other significant contribution to ACHE or any ACHE Chapter
- Live or work in the Southern California region
- Demonstrate commitment to HCE and its mission
- Strong leadership, communication and organizational skills

Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD meetings

Time Commitment

- 5 - 8 hours per month



Chair, Programming

Reporting to the VP of Programming, the Chair, Programs, has operational oversight for all programs conducted within the chapter, including the four Local Programming Councils (LPCs), Los Angeles, Orange County, Inland Empire, Ventura/Santa Barbara, DE&I, Signature Events, Early Careerist, and Student Councils. Convenes the chairpersons for any program, networking, or community service events on a monthly basis to assure alignment of educational programming across the Chapter.

Responsibilities

- Oversees all programs and events for the chapter in alignment with the strategic plan.
- Convenes monthly meetings with the four LPCs to implement programs and events.
- Assures all programs (e.g. DE&I, Signature Events, BOG Series, College Bowl) are reflected evenly on the event calendar, and meet all requirements (PIF, Budget).
- Serves as liaison to ACHE with regard to how credits (In-Person, Virtual In-Person, Qualified Education) are approved and awarded.
- Manages the internal Events Calendar.
- Ensure that requirements for Face-to-Face and Qualified Education Credits are met and appropriately allocated to local program councils and other eligible organizations
- Maintain a calendar of events for all local affinity groups to ensure there is no overlap with chapter programming
- Provide oversight for all proposed programs to ensure timeliness and quality
- Ensure diversity and inclusion in content of all Chapter events and programs
- Coordinate with outgoing program council chairs to properly transition and orient incoming programs councils on roles, responsibilities, and processes
- Maintain an approved list of the pricing structure for qualified education, networking and face-to-face events (including virtual events) as approved by the Board
- Serve as the chapter liaison to ACHE in collaboration with the President, via the Regional Director of Regional Programs at ACHE
- Arrange and call all meetings of oversight of the Local Program Councils
- Keep records of all events to report to ACHE and for chapter records and reports the information to the Secretary, so the dashboard can be populated
- Organizes programs with other chapters within the state, in collaboration with Chair of Executive Outreach and the Board
- In collaboration with the Chapter office staff, sends program attendance/member hours to the Secretary for reporting to ACHE, in conjunction program council chairs
- Participate in planning for the ACHE SoCal Annual Conference, and as indicated, for mid-year conferences
- Publish at least one article per year in the Chapter Newsletter

Chair, Programming

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Live or work in the Southern California region
- Must have completed at least one term as a Board Member or other significant contribution to ACHE or any ACHE Chapter
- Demonstrate commitment to ACHE SoCal and its mission
- Strong leadership, communication, and organizational skills
- Assures role continuity holding transition meeting with the incoming Chair

Term of Office: One (1) year

Attendance Responsibilities

- Attends 80% of BOD meetings

Time Commitment

- 8-9 hours per month

Chair, Sponsorships

Reporting to the Treasurer, the Chair, Sponsorships plays a crucial role in securing financial support and building long-term partnerships with corporate sponsors, foundations, and individual donors. This position requires a dynamic and strategic leader who can effectively communicate the mission and impact of ACHE SoCal to potential sponsors and stakeholders. Oversees and supports the Chair, LIFT Scholarship Committee to assure adequate fundraising for student scholarships.

Responsibilities

Leadership and Strategy:

- Leads the Sponsorship Committee in developing and implementing a comprehensive sponsorship strategy aligned with the organization's goals and objectives.
- Establishes annual sponsorship targets in collaboration with the Executive Committee.
- Identifies new sponsorship opportunities and develops innovative approaches to attract and retain sponsors.

Relationship Building:

- Cultivates and maintains relationships with existing and potential sponsors, ensuring ongoing engagement and support.
- Serves as the primary point of contact for sponsors, addressing inquiries and providing timely updates on the organization's activities and impact.
- Attends networking events, industry conferences, and other relevant functions to promote the organization and build connections.
- Ensures sponsor recognition at events, in marketing/communication materials, and on ACHE SoCal website

Proposal Development and Negotiation:

- Oversees the creation of compelling sponsorship proposals, presentations, and other materials that effectively communicate the organization's mission, programs, and impact.
- Negotiates sponsorship agreements, ensuring mutual benefit and alignment with the organization's values and goals.

Committee Management:

- Recruits, trains, and leads a team of volunteers to assist with sponsorship activities and initiatives. Provides training to LPC Chairs and other program chairs on sponsor outreach strategy
- Organizes and facilitates regular committee meetings, setting agendas and ensuring productive discussions and outcomes.
- Delegates tasks and responsibilities to committee members, providing guidance and support as needed.

Chair, Sponsorships

Tracking and Reporting:

- Develops and maintains a database of sponsors, including detailed records of contributions, communications, and agreements.
- Monitors and reports on sponsorship progress, providing regular updates to the Executive Director and Board of Directors.
- Evaluate the effectiveness of sponsorship activities and make recommendations for improvements.

Event Support:

- Collaborate with the Events Committee to identify sponsorship opportunities for major events and campaigns.
- Ensure that sponsors receive appropriate recognition and benefits during events, including branding, speaking opportunities, and media exposure.

Other

- Recognizes the need to grow and develop a successor for sponsorship continuity
- Assures role continuity holding transition meeting with the incoming Chair

Qualifications:

- Experience in fundraising, sales, marketing, or a related field, preferably within the non-profit sector, strongly preferred
- Strong leadership and management skills, with the ability to inspire and motivate a team of volunteers
- Demonstrated success in building and maintaining relationships with corporate sponsors, foundations, and individual donors
- Strategic thinker with the ability to develop and implement effective sponsorship strategies in collaboration with the Executive Committee
- Current ACHE member in good standing for a period of no less than one year
- Live or work in the Southern California region
- Must demonstrate dedication to ACHE SoCal and its mission
- Must be a member in good standing with ACHE SoCal-ACHE
- Must possess good communication, leadership and organizational skills

Term of Office: One (1) year

Attendance Responsibilities

- Attends 80% of BOD meetings

Time Commitment:

- Approximately 10-15 hours per week, with additional time required leading up to major events and campaigns.

Director, Diversity, Equity, and Inclusion

The Chair, Diversity, Equity, and Inclusion (DEI) is a healthcare professional with a strong commitment to promoting diversity, equity, and inclusion within the healthcare sector. This role leads initiatives, organizes events, and ensures that DEI principles are integrated into the organization's activities and policies.

Responsibilities

- Chairs the Diversity & Inclusion Committee
- Functions as Board liaison to affinity groups, including National Association of Latino Healthcare Executives (NALHE), National Association of Health Services Executives (NAHSE), Women in Healthcare Administration (WHA) & Asian Healthcare Leaders Forum (AHLF), LGBTQIA+ Forum and others
- Participates in the Nominating Committee and ensures that diversity is prioritized when developing the slate of candidates for the Board
- In conjunction with local programming councils (LPCs), ensures diversity amongst educational program speakers and panelists
- Ensures diversity and inclusion elements are well reflected in the strategic plan
- In collaboration with the Chair of Programming, and local affinity groups, plans educational and networking events
- In collaboration with the Academic Affairs chair, assures information on diversity and inclusion in ACHE is made available to student groups
- Publishes one article in each of the four (4) Chapter Newsletters per year, outlining diversity and inclusion topics
- Keeps a master calendar of diversity events and collaborates with Chair, Marketing & Communications to publish at least one (1) highlight per month (e.g. Black History Month, Women's History Month, Pride Month)
- Conducts annual assessment of DE&I needs in the Chapter
- Assures role continuity holding transition meeting with the incoming DE&I Chair

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Demonstrates knowledge of DE&I principles in healthcare
- Lives or works in the Southern California region
- Demonstrates commitment to ACHE SoCal and its mission
- Possesses strong leadership, communication and organizational skills
- Experience with a diversity role in other professional organizations, preferred

Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD meetings
- Attend 80% of DE&I events

Time Commitment

- 10 - 15 hours per month

Director, Signature Events

The Director, Signature Events is a pivotal board position responsible for planning, coordinating, and executing major signature events on an annual basis. Reporting directly to the Chair, Programming, keeps the chair abreast of event details. Directly oversees the Student Council and the Early Careerist Council.

Responsibilities

- Administrative Fellowships - Facilitates the Administrative Fellowship Series in collaboration with the Student Council.
- BridgeRoads - Facilitates the BridgeRoads program in collaboration with the Early Careerist Council
- College Bowl - Convenes a College Bowl committee and plans the annual College Bowl event including venue selection, Sponsorships, Case Study, Judges, and networking event
- EmpowerED - In collaboration with the Early Careerist Council, plans and executes an annual EmpowerED conference to meet the needs of early-careerist members
- Executive Edge - In collaboration with the Regent Advisory Council (RAC), plans and executes the Executive Edge program for mid-to-senior level careerists seeking C-suite responsibilities
- LFE - In collaboration with the Director, Outreach, plans LFE events once executive level speakers and venues (in-person or virtual) are selected
- State-of-Healthcare - In collaboration with the Director, Outreach, plans State-of-Healthcare events with other chapters
- Provides direction to the leadership of both the Student and Early Careerist councils, assuring programs and networking events are planned and executed
- Assures role continuity holding transition meeting with the incoming Chair

Qualifications

- Current ACHE member in good standing for a period of no less than one year
- Live or work in the Southern California region
- Demonstrate commitment to the ACHE SoCal and its mission
- Strong leadership, communication and organizational skills

Term of Office: One (1) year

Attendance Responsibilities

- Attend 80% of BOD meetings

Time Commitment

- 10 - 20 hours per month

Director, Local Program Council

The Chair, Local Program Council (LPC) provides a key leadership role in their specific geographic area (SB/Ventura, LA, IE, OC) and is responsible, in coordination with the Chair, Programming for planning and executing educational programs, networking events, and community service events for members in their region.

Responsibilities

- In collaboration with the VP, Programming, and the Chair, Programming, assures all aspects of the program strategic plan are met for their region
- As Chair, Local Program Council (LPC), develops a volunteer committee and leads monthly committee meetings
- Develops cost neutral budgets for events; utilizes PIF planning event tool and work with ACHE SoCal Marketing & Communications committee to market events
- Identifies and secures sponsors for regional events by working with Sponsorship Committee
- In collaboration with Chair, DE&I, ensures diversity and inclusion in all educational programs and events by partnering with affinity groups
- Selects venues, arranges for speakers, and prepares and submits PIF to Chair, Programming to secure approval for In-Person (IP), and Virtual Interactive Education (VIE) credits. Programs being offered for Qualified Education (QE) credits are not required to be submitted to ACHE for approval.
- In collaboration with Chair, Membership and Advancement, cultivates membership within their region through execution of planned events
- If requested by the Annual Conference Planning Chair, participates in planning for the ACHE SoCal Annual Conference
- Writes articles, as needed for Chapter newsletter
- Assures role continuity holding transition meeting with the incoming Chair

Qualifications

- Current ACHE affiliate member in good standing
- Live or work in the Southern California region
- Demonstrate commitment to ACHE SoCal and its mission
- Strong leadership, communication, and organizational skills

Term of Office: One (1) year

Attendance Responsibilities

- Attends 80% of BOD meetings

Time Commitment

- 10 hours per month

Strategic Planning

The Chapter year begins January 1, and concludes December 31.

The president appoints a committee chair by July. The president or designated committee chair convenes a strategic planning committee annually. Updates to the plan should be completed prior to the next year's board orientation, and provided to all board members.

The committee chair will assure that the following plan elements are reviewed:

- Determine operational objectives to meet goals for upcoming year
- Accountability and metrics for deliverables
- Ensure alignment of all programs and events
- Align chapter strategic plan with overall ACHE national plan and chapter bylaws
- Review ACHE Dashboard for the current year to revise goals for upcoming year
- Review the ACHE Board leadership and organization structure
- Other items as determined

Assessment of Chapter Performance

Assessments provide valuable information to help chapter leaders examine achievements, commitment, and any necessary changes to foster further chapter growth and attainment of goals. The executive committee will develop and disseminate an annual assessment (pulse survey) of board members and/or members at large to capture their insights. Target completion date: Mid-year

The chapter board will review any findings from membership pulse surveys and the ACHE national survey, and make adjustments to goals and strategies as needed. Additionally, the president will conduct a year-end evaluation of the board of directors to assess chapter performance post-annual conference.

Each member of the ACHE SoCal Board of Directors is expected to:

- Fully perform the responsibilities/duties of their elected position on the Board to accomplish the mission, goals, and strategies of ACHE SoCal
- If duties and responsibilities are not able to be met, communicate with the executive board to appoint a suitable replacement
- Identify and mentor a Vice-Chair for succession planning
- Attend annual board orientation
- Establish and convene committees to carry out activities to meet goals and objectives in a fiscally responsible manner
- Coordinate with other board members to ensure alignment of events across the chapter
- Evaluate committee performance and make adjustments as needed
- Support chapter continuity by planning into the first quarter of the following year
- Ensure diversity and inclusion in all chapter activities
- Attend 75% of board meetings, and if unable to attend, appoint a replacement
- Prepare and submit monthly board reports
- Provide appropriate recognition of volunteers

Nominating Processes

The President shall appoint a committee to select qualified candidates for election to the board at least 60 days before the date of any election of directors. The Nominating Committee is chaired by the President-elect and includes members of the Executive Committee, the Chair of Diversity, and the ACHE Regent. The chair of Communications shall serve on the committee to facilitate creation of the nomination packet, and communication about the election process.

BOARD MEMBER ORIENTATION PROGRAM

Newly elected and returning Board Members should become familiar with their responsibilities. Orientation will be conducted annually prior to the start of the board year. Board Orientation will include topics such as:

- Review of ACHE materials and information from the ACHE website
 - ACHE vision, mission and values
 - Code of Ethics
- Chapter Strategic Plan
- Chapter Bylaws
- Chapter Leadership Manual
 - Board structure, committee composition, job description
- Chapter signature and key annual events
- Business procedures (PIF, Budget, etc.)
- Chapter policies

Retention of Chapter Documents

Board Members are expected to maintain documents that capture work related to their role, work completed, further expected deliverables, progress on actionable items, and metrics, where applicable for the work of their Committee.