



2016-2017 Regional Consultant Position Description

Summary

Nine regional consultants elected through regional elections which are managed by the national ASHHRA office – serve as the liaisons between ASHHRA and regional/local chapters. Two-year term.

Duties and Responsibilities with Performance Standards

1. Serves on the membership and chapter services committee that, in partnership with designated ASHHRA staff, develop programs for regional/local membership.
 - a. Mentors ASHHRA affiliated chapter leaders
 - b. Networks with Regional Advocacy Representative
 - c. Chairs a regional leadership team (RLT) that meets at least quarterly either by a regional conference call or in person for strategic planning and to provide support to chapters.
2. Provides feedback on the needs and desires of the regions to the ASHHRA office; act as the “eyes” and “ears” of members and non-members in the region
 - a. Notifies ASHHRA and Regional Consultant Director of ways that ASHHRA can improve.
3. Advocates the value of ASHHRA services and programs to regional/local chapters. Value for local/regional chapters includes: leveraging the national office for networking; greater educational content; access to more professional resources and products; and advocacy of HR health care issues at a national and state level.
 - a. * Visits each chapter within the region at least once during term of office if prior approval has been given by the regional director and the executive director 45 days in advance.
 - b. Works with regions to develop targeted strategies to increase membership in ASHHRA
 - c. Ensures that chapter affiliation agreements are signed and submitted to ASHHRA, along with list of chapter members
 - d. Encourages members of health care human resources groups within the region to affiliate with ASHHRA
 - e. Encourages chapters to submit materials for web content (e.g., sample policies, toolkits) as requested monthly.

4. Educates regions on the benefits of national professional awards and recognition offered by ASHHRA; offers coaching in the preparation of award submissions in a manner that encourages the chapters to actively learn more about national ASHHRA.
 - a. Identifies ASHHRA national and chapter members worthy of recognition
 - b. Offers suggestions/ works on continuous improvement teams to improve award programs
 - c. Acts as resource to chapters to review chapter materials prior to submission to ASHHRA
 - d. Coordinates award submission.
5. Serves as a clearinghouse for information and resources to members, such as best practices, position openings and potential candidates.
 - a. Actively communicates electronically
 - b. Forwards emails from ASHHRA to chapter leaders
 - c. Creates and distributes quarterly newsletters to chapters.
6. Recommends funding sources and sponsors for the annual conference, leadership workshop, and other programs as needed.
 - a. Promotes / coordinates scholarship program
 - b. Notifies ASHHRA of potential companies for potential funding sources.
7. Attends annual conference and other national events, if feasible.
 - a. Assists with pre-conference “boot camp” if applicable
 - b. Assists with conference preparation, if needed
 - c. Facilitates Regional Breakfast meeting at annual conference.
8. Attends annual meeting of regional consultants to discuss best practices and membership objectives.
 - a. Plans and presents at annual Chapter Leadership Workshop
 - b. Attends annual Regional Consultant meeting to “judge” award submissions
 - c. Performs pre-work for annual awards meeting.
9. Strives to achieve objectives of RC role and overall effectiveness.
 - a. Submits quarterly reports of activities and accomplishments to Regional Consultant Director and ASHHRA
 - b. Orients new Regional Consultant when term is expiring
 - c. Serves as mentor to replacement RC.

**Attending chapter meeting needs prior approval. Please submit speaker submission form. Expenses will be covered if attendance enhances the ASHHRA/Chapter relationship. Honorarium from chapter should be applied prior to submission of expenses. If attending a chapter meeting for professional development, expenses will not be covered by national ASHHRA.*