



THE HUMAN SIDE OF HEALTHCARE

A professional membership group of the
American Hospital Association

Regional Consultant Position Description

Summary

Nine Regional Consultants elected through regional elections, managed by ASHHRA, serve as the liaisons between ASHHRA and regional/local chapters. Regional Consultants serve a two-year term with the opportunity to run for a second two-year term for a maximum of four years served.

Duties and Responsibilities with Performance Standards

1. Serves on the Regional, Chapter and Member Services Committee (RCMSC) 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 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 ASHHRA; act as the “eyes” and “ears” of members and non-members in the region.
 - a. Notifies ASHHRA and RCMSC Chair of ways that ASHHRA can contribute.
3. Advocates the value of ASHHRA services and programs to regional/local chapters. Value for local/regional chapters includes: leverage ASHHRA communications; recommended educational content; access to more professional resources and products; and advocacy of health care HR issues at a national and state level.
 - a. Visits each chapter within the region at least once during term of office. Prior approval by the RCMSC chair and ASHHRA executive director required for reimbursement.
 - b. Works with regions to develop targeted strategies to increase membership.
 - c. Ensures that chapter affiliation agreements are in place and the Annual Report and membership list are submitted in January of each year by each chapter.
 - d. Encourages members of health care human resources groups within the region to affiliate with ASHHRA.
 - e. Encourages chapters to submit resources or events for inclusion on the ASHHRA website.
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 ASHHRA.
 - a. Identifies ASHHRA and chapter members worthy of recognition.
 - b. Offers suggestions and works to continuously improve ASHHRA’s award programs.
 - c. Acts as resource to chapters to review chapter materials prior to submission to ASHHRA.
 - d. Coordinates award submission.
 - e. Actively communicates electronically.
 - f. Forwards emails from ASHHRA to chapter leaders.
5. Recommends funding sources and sponsors for the annual conference, chapter leadership workshop and other programs as needed.
 - a. Promotes / coordinates scholarship program.
 - b. Notifies ASHHRA of potential companies for potential funding sources.
6. Attends annual conference and other national events, if feasible.
 - a. Facilitates Regional Breakfast and Awards Ceremony at annual conference.
 - b. Plans and presents at annual Chapter Leadership Workshop
7. Attends monthly RCMSC calls to discuss best practices and membership objectives.



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- a. Reviews awards, scholarships and grants electronically or face-to-face.
- b. Performs pre-work for annual awards meeting.
8. Strives to achieve objectives of RC role and overall effectiveness.
 - a. Submits quarterly reports of activities and accomplishments to RCMSC Chair and ASHHRA
 - b. Orients new Regional Consultant when term is expiring.
 - c. Serves as mentor to replacement RCs.

Chapter meeting attendance is encouraged. ASHHRA will cover travel expenses (airfare up to \$500, hotel, and incidentals) for one visit per calendar year, per chapter. Airline travel must be booked through ASHHRA/AHA's Travel team. Chapters are asked to waive the registration fee for the RC if they are asked to present on behalf of ASHHRA.

Annual conference attendance is strongly encouraged. ASHHRA will cover two nights hotel and will provide a 30 percent discount on conference registration fees. Hotel nights will be booked through the ASHHRA rooming list.