



Sample - compliments of the Colorado Healthcare Association for Human Resource Management

## Section 2 - Advanced Chapter Management – Section 2

### Chapter Management Activity

#### 11. New Member Orientation

- Chapter is to have conducted orientation program for new members. Describe the Chapter's orientation program and the evaluation results obtained.

**Documentation Required:** Submit new member program agenda, summary of program, sample evaluation form, summary of evaluation results. (The evaluation can be either a Chapter Orientation Evaluation form or an individual member written comments/suggestions submitted by E-mail or letter/memo).

**Lind, Shelli**

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**From:** evonne.dunn@a2acomms.com  
**ent:** Tuesday, June 23, 2009 3:32 PM  
**fo:** Lind, Shelli  
**Cc:** terry.huskins@memorialhealthsystem.com  
**Subject:** FW: Welcome to CHAHRM

-----Original Message-----

From: Terry.Huskins@memorialhealthsystem.com  
[mailto:Terry.Huskins@memorialhealthsystem.com]  
Sent: Tuesday, August 26, 2008 4:43 PM  
To: loriann\_abe@yahoo.com  
Cc: Dunn, Evonne (Denver)  
Subject: Welcome to CHAHRM

Dear Lori Ann,

As the Membership Director of the Colorado Healthcare Association for Human Resources Management, I would like to welcome you to CHAHRM. Your payment was received and I have activated your membership today.

Your membership in this organization will provide you with excellent access to your colleagues in the arena of health care human resources. As a member, you will enjoy interacting with your associates throughout the state, through participation in informal surveys, professional development through educational programs and presentations, and through FOCUS, the quarterly Newsletter.

invite you to familiarize yourself with the CHAHRM website, [www.chahrm.org](http://www.chahrm.org). Here you can read about the History of CHAHRM, review our Mission and Values, and realize the many prestigious honors that this organization has received. You may also access the "Just For Members" section, by entering your e-mail address (the one you provided on your Membership Application) and your password. A list of the Executive Committee Members is located on our website, for your immediate reference. Please mark [www.chahrm.org](http://www.chahrm.org) as one of your "Favorites" and refer to it often! Please log on and search around the web site, if you have questions don't hesitate to call.

We look forward to getting to know you and the best way to do that is to invite you to participate in our programs and activities. Please feel free to contact any of the members of the Executive Committee for information or to let us know if your interest.

CHAHRM is YOUR association. We welcome you!

Sincerely,

Thanks,  
Terry Huskins, MPA, PHR  
Employee Relations Specialist  
Memorial Health System  
(719) 365-2172 Office  
(719) 322-5024 Cell Phone  
Terry.Huskins@memorialhealthsystem.com

The mission of Memorial Health System is to optimize the health, safety and comfort of our patients, their families and the community we serve by

providing the best and most sensitive professional care and service.

[www.memorialhealthsystem.com](http://www.memorialhealthsystem.com)

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**Lind, Shelli**

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**From:** evonne.dunn@a2acomms.com  
**ent:** Tuesday, June 23, 2009 3:33 PM  
**fo:** Lind, Shelli  
**Cc:** terry.huskins@memorialhealthsystem.com  
**Subject:** FW: Thank You! For your interest in CHAHRM

-----Original Message-----

From: Terry.Huskins@memorialhealthsystem.com  
[mailto:Terry.Huskins@memorialhealthsystem.com]  
Sent: Thursday, August 14, 2008 10:52 AM  
To: loriann\_abe@yahoo.com  
Cc: Dunn, Evonne (Denver)  
Subject: Thank You! For your interest in CHAHRM

Dear Loriann,

Thank you for your interest in CHAHRM. We look forward to meeting you and hope that you will consider CHAHRM to be your human resource organization of choice! We look forward to having you as a new CHAHRM member.

Your membership in this organization will provide you with excellent access to your colleagues in the arena of health care human resources. As a member, you will enjoy interacting with your associates throughout the state, through participation in informal surveys, professional development through educational programs and presentations, and through FOCUS, the quarterly Newsletter.

You have already familiarized yourself with the CHAHRM website ([www.chahrm.org](http://www.chahrm.org)) and you are currently listed as a "pending" member. As soon as I receive your membership check in the amount of \$125.00 (you may mail it to the address below, made payable to CHAHRM), your status will be changed and you will have access to the complete contents of the website.

In the meantime, if I can provide additional information, do not hesitate to call me.

Terry Huskins/HRD  
CHAHRM Membership  
Memorial Health System  
1400 E. Boulder St.  
Colorado Springs, CO 80909

Thank you and welcome to CHAHRM.

Sincerely

Thanks,  
Terry Huskins, MPA, PHR  
Employee Relations Specialist  
Memorial Health System  
(719) 365-2172 Office  
(719) 322-5024 Cell Phone  
Terry.Huskins@memorialhealthsystem.com

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Across the state of Colorado, the Colorado Healthcare Association for Human Resource Management (CHAHRM) provides these invaluable benefits to our members:

- Extensive networking opportunities with your professional peers
- Educational programs on topics of importance to you
- The use of our e-mail distribution list (over 150 contacts) to conduct surveys and request information from peer organizations *at no charge*
- E-mail notifications of the latest job openings in healthcare human resources
- The quarterly edition of *Focus*, CHAHRM's newsletter
- Healthcare and human resources-related scholarship information
- Critical legislative updates
- American Society for Healthcare Human Resources Administration (ASHHRA) updates
- And more!

Join an organization that is consistently recognized by ASHRA as a "Four-Star" Chapter!



c/o Nationwide Advertising Service  
9200 E. Paterson Circle #275  
Englewood, CO 80112  
[www.chahrm.org](http://www.chahrm.org)



An affiliate of the American Society for Healthcare  
Human Resources Administration

## OUR MISSION

The purpose of the **Colorado Healthcare Association for Human Resource Management (CHAHRM)** is to support the continuing development of effective human resource professionals in healthcare, promote excellence in performance of all aspects of human resource administration and management, and promote sharing of expertise among members.

## OUR VALUES

- Enhancing the role, growth and effectiveness of human resources administration
- Providing a forum for the open exchange of ideas and resources among members
- Encouraging member participation and representation in the activities and direction of the Association
- Educating members on legislative/regulatory issues
- Recognizing individuals who make significant contributions to human resources administration in healthcare
- Using Association resources responsibly
- Collaborating with other professional organizations
- Aligning the mission, goals and objectives of the Association with the professional needs of its members
- Recognizing and promoting interaction and ongoing educational exposure to support the personal well-being of the healthcare human resources professional

JOINING  **IS EASY!**

To apply for membership, visit [www.chahrm.org](http://www.chahrm.org) or call Amanda Dubel (303-694-3600).

### Regular Membership:

Open to those who devote at least 50% of their time to the practice of human resource administration or management, or have the primary responsibility for the human resource function in a healthcare field.

### Calendar Year Dues

First Member	\$65
Second Member	\$55
Third + Member(s)	\$30

*To qualify for a discount for two or more members, company name and address must be identical for all members.*

### Associate Membership: \$125 per calendar year

Open to an individual who, while not qualifying for regular membership, is interested in participating in association activities. Associate members are not extended voting privileges and may not hold office.

### Student Membership: \$25 per calendar year

Open to an individual who is actively enrolled in a college, university or vocational school, who does not qualify for either a regular or associate membership. Student members are not extended voting privileges and may not hold office.



Founded in February of 1964 as the Colorado Hospital Personnel Management Society, the Association brought together hospital personnel directors for discussion of shared concerns. Initially limited to representatives from the metropolitan Denver hospitals, membership was soon extended statewide.

Today, CHAHRM and its members across Colorado continue to grow as leaders in charting the future of healthcare human resources. For more information about CHAHRM, visit [www.chahrm.org](http://www.chahrm.org).

CHAHRM has always encouraged qualified members to join the **American Society for Healthcare Human Resources Administration (ASHHRA)**. Over the years, CHAHRM members have served as officers and presidents on ASHHRA's board. For more information on ASHHRA visit [www.ashhra.org](http://www.ashhra.org).

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### CHAHRM HISTORY



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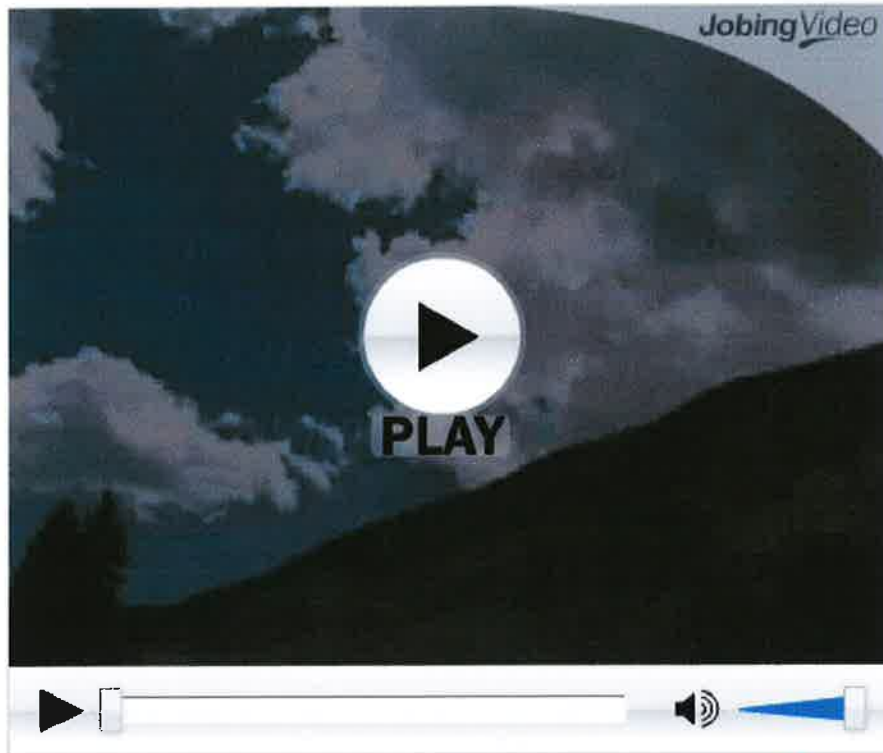
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Founded in February of 1964 as the Colorado Hospital Personnel Management Society, CHAHRM was brought together hospital personnel directors for discussion of shared concerns. Its focus was about at a time when the scope of responsibility of hospital personnel departments expanded into employment services and into the realm of salary administration, benefits, policies, and procedures. To representatives from the metropolitan Denver hospitals, membership was soon established. CHAHRM's initial purpose was to provide networking opportunities and professional development for hospital personnel administrators. Today, CHAHRM and its members continue to grow as leaders in charting the future of healthcare human resources.

CHAHRM is an affiliate of **ASHHRA (American Society for Healthcare Human Resource Administration)** and has always encouraged qualified members to join ASHHRA, as CHAHRM members have served as officers and presidents on ASHHRA's board. CHAHRM received ASHHRA's highest awards for excellence in chapter management and for contributions of officers and members. For more information on ASHHRA visit [www.ASHHRA.org](http://www.ASHHRA.org).

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## Colorado Healthcare Association for Human Resource Management

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## About CHAHRM

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### MISSION



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### VALUES

Enhancing the role, growth and effectiveness of human resources administration

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- Recognizing individuals who make significant contributions to human resources in healthcare
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- Collaborating with other professional organizations
- Aligning the mission, goals and objectives of the Association with the professional goals of its members

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April 7, 2008

Terry Huskins, CHAHRM Membership Director  
c/o Memorial Health System  
1400 E. Boulder ST.  
Colorado Springs, CO 80909

Dear Terry,

I wanted to thank you for the wonderful welcoming message you sent to me as a CHAHRM new member. Your enthusiasm about the organization made me very excited to check out the website and learn more about CHAHRM. Your instructions were helpful and I felt very comfortable navigating through the website. I didn't realize there was so much information there!

Again, thank you for welcoming me to CHAHRM. After reviewing all the information you sent and from the website, I can't wait to attend my first CHAHRM meeting.

Sincerely,

A handwritten signature in black ink that reads "Ginny Arndt". The signature is written in a cursive, flowing style.

Ginny Arndt, HR Director  
St. Anthony North Hospital  
Centura Health