



MEMORANDUM

To: ACHD Members
From: Dave McGhee, CEO
Kathleen Kane, Chair, ACHD Board of Directors
Date: December 15, 2011
Re: ACHD Standing Committee Invitation to Participate

At their December Board meeting the ACHD Board of Directors approved a new Strategic Plan for the Association. Key elements are the restructuring of all committees and committee activities, which will provide guidance for staff to implement the plan.

The four restructured committees are:

- Advocacy Committee
- Education Committee
- Finance Committee
- Governance Committee

The function of each committee's objectives and meeting commitment are included in this packet. If you would like to be considered for a position on a committee, please complete the 2011 Committee and Volunteer Interest Form (along with your resume and applicable experience) and return to Christine Chapman by January 30, 2012 (the packet is also available on our website at www.achd.org). If you are unable to complete the packet by this date due to the requirement of your individual District's Board approval, please notify Ms. Chapman at (916) 266-5206 or by email at christinec@achd.org.

Ms. Chapman will compile the forms for consideration by the ACHD Board of Directors. Expect a response from the Board by January 30, 2012.

If you cannot participate on a committee but have suggestions that benefit our organization, you can forward your ideas to me via email at davidm@achd.org or call me at (916) 266-5226.

Association of California Healthcare Districts

2011 COMMITTEE AND VOLUNTEER INTEREST FORM

We hope your District will participate in one or more of ACHD's committees. The ACHD Board of Directors encourages the participation of all its member agencies on ACHD's committees. As space is limited, please choose more than one committee on which you would like to participate, and please rank according to preference:

- 1 = 1st choice
- 2 = 2nd choice
- 3 = 3rd choice

NOTE: All committees meet in person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Advocacy Committee:** Responsible for the oversight of legislative, regulatory, collaborative, and grassroots activities of the Association, as well as the ALPHA Fund. Commitment: Meets two to three times per year; in some instances the meeting will be via conference call.

_____ **Education Committee:** Responsible for the Association's educational programs and content. Commitment: Meets two to three times per year; in some instances the meeting will be via conference call.

_____ **Finance Committee:** Oversees the financial direction of the Association, as well as the ALPHA Fund, including budget review and implementation. Commitment: Meets at least four times per year; in some instances the meeting will be via conference call.

_____ **Governance Committee:** Responsible for Board and Committee Member succession and orientation, annual assessment of the Association Bylaws and Board and Committee Policies and Procedures. Commitment: Meets two to three times per year; in some instances the meeting will be via conference call.

Committee membership is open to all members. **Please note that the Association pays a stipend of \$200 for each face-to-face meeting and \$100 for each conference call. In addition, the policy as of this fiscal year, provides that ACHD will reimburse committee members for reasonable travel costs related to meeting participation and will provide hotel accommodations for overnight requirements.** Committee members are encouraged to make airline and car rental reservations at least 30 days in advance of travel date but no less than 14 days so as to receive the best possible fares available.

ACHD is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, fax correspondence and e-mail; however, most committees do meet at least two times a year in person.

The annual board and committee meeting calendar is established in the last quarter of the calendar year and once approved by the ACHD Board Chair and committee chairs, will be distributed to the Board of Directors and committee members. While we strive to take into account all other association and organization's calendars for meetings and events, there will be conflicts that cannot be avoided and members will need to determine which event they attend. In addition, the ACHD Annual Meeting is contracted for three years, usually 2-3 years in advance and some organization events and meeting date conflicts will occur.

COMMITTEE VOLUNTEER SIGN-UP FORM

Name: _____

Title: _____

District: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

*Signature: _____ Date: _____

Please return this completed form to Christine Chapman at ACHD by fax to (916) 266-5201 or email christinec@achd.org, or via U.S. Mail to the address below.

ACHD
2969 Prospect Park Drive, Suite 260
Rancho Cordova, CA 95670
Toll Free: (800) 424-2243
Fax: (916) 266-5201
www.achd.org Email: info@achd.org

Advocacy Committee Overview

Charter

The Advocacy Committee is responsible for the oversight of legislative, regulatory, collaborative and grassroots activities of the Association as well as ALPHA Fund.

Membership

The Committee is comprised of a minimum of seven and a maximum of eleven District representatives.

Committee Chair

Appointed by the Board Chair

Committee Staff

The Committee is staffed by the Chief Executive Officer, Chief Financial Officer, Executive Director and Director of Member Services.

Meetings

The Committee will meet two to three times per year; in some instances the meetings will be via conference call.

Compensation

Currently, Committee Members receive a stipend of \$200 for face to face meetings plus expenses per Board policy. For telephonic meetings a stipend of \$100 will be provided. Committee Members will receive an IRS Form 1099 for stipends paid.

Committee Objectives

1. Identify and implement collaborative opportunities among:
 - a. District Hospital Leadership Forum, CHA, AHA, CSDA CAPH
 - b. Healthcare Districts
 - c. Association sponsors
2. Develop and implement a communication plan to improve linkages between ACHD and its stakeholders
3. Work in tandem with the Education Committee to develop program for Legislative Day
4. Enhance relationships with Legislators
5. Encourage every District to host an annual meeting with their Legislators
6. Educate members on:
 - a. The Legislative process
 - b. District Law
 - c. Current event topics affecting Healthcare Districts
 - d. Grassroots legislative efforts

Education Committee Overview

Charter

The Education Committee is responsible for the Association's educational programs and content.

Membership

The Committee is comprised of a minimum of seven and a maximum of eleven District representatives.

Committee Chair

Appointed by the Board Chair

Committee Staff

The Committee is staffed by the Chief Executive Officer, Chief Financial Officer, Executive Director and Director of Member Services.

Meetings

The Committee will meet three to four times per year; in some instances the meetings will be via conference call.

Compensation

Currently, Committee Members receive a stipend of \$200 for face to face meetings plus expenses per Board policy. For telephonic meetings a stipend of \$100 will be provided. Committee Members will receive an IRS Form 1099 for stipends paid.

Goals

1. Provide outstanding educational opportunities
2. Implement educational services which respond to the needs of Members

Objectives

1. Plan major educational events
 - a. Annual Meeting
 - b. Legislative Day
 - c. Leadership Academy
2. Other educational opportunities including:
 - a. Board Orientation
 - b. CEO Forum
 - c. CEO/Trustee Speaker Bureau
 - d. District best practices and benchmarks
3. Identify and implement other educational needs of the Membership

Finance Committee Overview

Charter

The Finance Committee is responsible for financial oversight of the Association as well as the ALPHA Fund

Membership

The Committee is comprised of seven District representatives

Committee Chair

ACHD Board Treasurer

Committee Staff

The Committee is staffed by the Chief Executive Officer, Chief Financial Officer, Executive Director and Director of Member Services.

Meetings

The Committee will meet at least four times per year; in some instances the meetings will be via conference call.

Compensation

Currently, Committee Members receive a stipend of \$200 for face to face meetings plus expenses per Board policy. For telephonic meetings a stipend of \$100 will be provided. Committee Members will receive an IRS Form 1099 for stipends paid.

Committee Objectives

1. Develop a priority driven budget and Member dues recommendation
2. Evaluate and recommend new revenue streams/services
3. Evaluate and recommend alternatives for fiscal stability

Governance Committee Overview

Charter

The Governance Committee is responsible for Board and Committee Member succession and orientation, annual assessment of the Association Bylaws and Board and Committee Policies and Procedures.

Membership

The Committee is comprised of seven District Trustees who are appointed by the Board Chair.

Committee Chair

Appointed by the Board Chair

Committee Staff

The Committee is staffed by the Chief Executive Officer, Chief Financial Officer, Executive Director and Director of Member Services.

Meetings

The Committee will meet two to three times per year; in some instances the meeting will be via conference call.

Compensation

Currently, Committee Members receive a stipend of \$200 for face to face meetings plus expenses per Board policy. For telephonic meetings, a stipend of \$100 will be provided. Committee Members will receive an IRS Form 1099 for stipends paid.

Committee Objectives

1. Inventory District Trustee/Executive skills, cultivate and recruit Members for Committee and Board seats
2. Review all Board Nominations and recommend a slate of candidates to the Board for approval
3. Implement mandatory Board orientation
4. Review/revise Board and Committee job descriptions/expectations
5. Implement a Board self evaluation
6. Evaluate and recommend ALPHA Fund/ACHD governance structure
7. Develop a recommendation regarding designated Board seats for collaboration partners
8. Evaluate Board meeting frequency and format to meet ACHD goals
9. Develop a list of standing agenda items for the Board agenda
10. Implement an ACHD branded Board Self-Assessment Package