Society of Hospital Medicine
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Leadership Committee

REPORTS TO: Education Committee

COMPOSITION: Chair (appointed by President of SHM)
6-12 members at large
The SHM President may add advisory members (who will not be permanent members of the Task Force) to the Task Force at the President's discretion.

TERMS: Chair shall serve for two years, with possible reappointment once (maximum 4 years).
Members shall serve for one year, with possible reappointment up to four (4) times (maximum 5 years).
The initial term is effective December 1, 2002.
All terms begin and end one week prior to the Annual Meeting.

CHARGE:
The Charge of the Leadership Committee is to develop a strategic plan and curriculum outline for providing leadership development and training to SHM members. This should include providing the educational resources for hospitalists to be leaders within their hospitalist groups as well as at the hospitals, institutions, and in other organizations.

GOALS:

1. Define audience for leadership development and training
2. Define leadership competencies for practicing hospitalists
3. Complete SHM needs assessment related to leadership training
4. Complete draft of leadership curriculum
5. Hold leadership strategic planning meeting to finalize curricular plan
6. Finalize leadership development plan

RESPONSIBILITIES:

<u>Chair</u>

- With assistance from staff, develop the agenda for meetings
- Assign responsibilities for committee members
- Set deadlines for completion or update of committee activities
- Present reports and recommendations to the Education Committee
- Communicate to the entire committee on actions and decisions of the Education Committee and SHM Board
- Coordinate meeting dates with staff
- Oversee the development and approval of minutes

<u>Task Force Members</u>

- Attend and participate in all committee meetings and teleconferences
- Prepare for meetings by reviewing agenda and reading any background materials
- Actively participate on committee listserv
- Complete all assignments in a timely fashion