Society of Hospital Medicine
Hospitalists. Transforming Healthcare.
Revolutionizing Patient Care.

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Membership Committee

REPORTS TO: Board of Directors

COMPOSITION: Chair (appointed by the President of SHM)
5-10 members-at-large

TERM: Chair should serve two (2) years, with possible reappointment once (maximum 4 years); Members serve one (1) year with possible reappointment 4 times (maximum of 5 years), unless elected to serve as Chair for a maximum of an additional 4 years. All terms begin and end one week prior to the Annual Meeting.

CHARGE:

The charge of the Membership Committee is to promote and advance the continuing growth and diversity of membership and to ensure that all members can share in the material and intellectual resources of SHM.

GOALS:

1. To promote membership and participation in SHM of practicing physicians, residents and fellows in training, and interested non-physician affiliates.
2. To foster the growth of SHM membership by improving and communicating the value and relevance of SHM activities, products, and services to encourage increased participation and commitment in SHM activities.
3. To oversee the development of policies and establishment of guidelines and procedures that recognize demonstrated excellence and achievements in order to foster the maintenance of a broad membership base.
4. To attract students to careers in hospital medicine, and address issues related to education in medical school, other educational institutions, and postgraduate medical training.
5. To encourage the growth, development and effective operation of local and regional chapters of SHM, and develop recommendations for the appropriate national support for chapter activities.
6. To periodically track and evaluate SHM membership needs and the value of current SHM programs, products, and services.

RESPONSIBILITIES:

Chair

- 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 Board of Directors
- Communicate to the entire committee on actions and decisions of the SHM Board
- Coordinate meeting dates with staff
- Oversee the development and approval of minutes

Committee Members

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