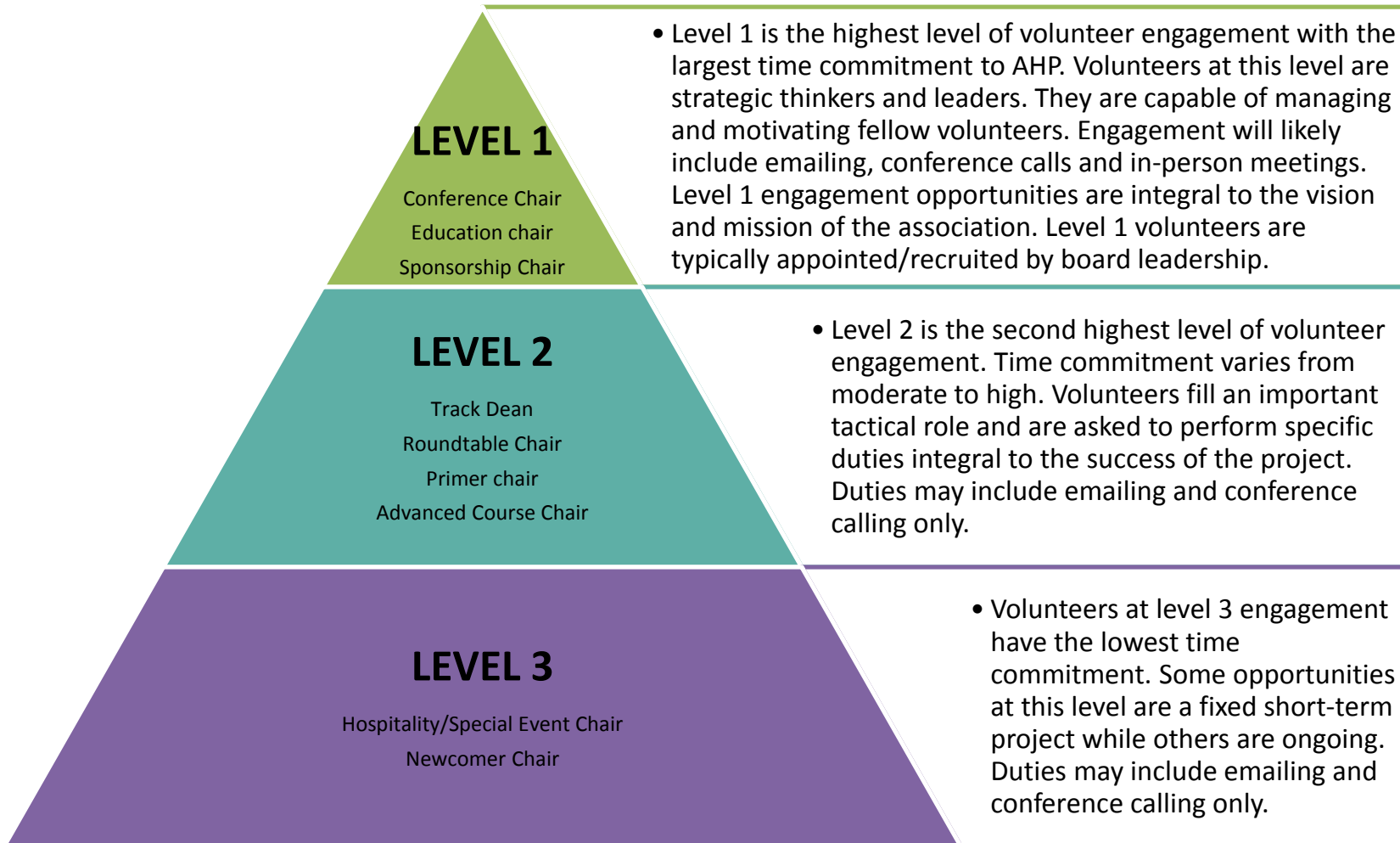


## AHP Volunteer: Levels of Engagement

AHP relies heavily your expertise in order to develop education and enhance all offerings at the association. We strive to provide you with an exceptional volunteer experience and have organized volunteer opportunities into levels of engagement to appropriately match your interest and availability.



Volunteer Position	Position Detail	Level of Engagement
<b>EDUCATION AND CERTIFICATION VOLUNTEER POSITIONS</b>		
<b>Conference Chair (regional cabinet)</b>	The regional conference chair is the overarching leader of the conference planning on a peer-to-peer level. She/He should be mindful of the AHP mission and possess 5+ years professional experience and interested in providing guidance in education, sponsorship and special event planning. Additionally, the regional conference chair will work with the conference education chair to secure keynote speakers. Conference chairs are required to attend regional conference.	Level 1 Busiest time: September-December. 6-8 weeks from spring conference dates monthly conference calls, weekly electronic communication.
<b>Education Chair (regional conference)</b>	The regional conference education chair serves as a support to the conference chair and to oversee the education program. She/He should be mindful of the AHP mission and possess 5+ years professional experience and should have an in depth knowledge of the industry to direct conference education content. Additionally, the regional conference chair will work with the education chair to secure keynote speakers. Regional conference education chairs are required to attend regional conference.	Level 1 Busiest time: September-December. Monthly conference calls, weekly electronic communication
<b>Sponsorship Chair (regional conference)</b>	The regional sponsorship chair plays a key role in the planning process as the sponsorship agreements support the conference budget. She/He should be mindful of the AHP mission and possess 5+ years professional experience. AHP suggests the <i>Regional Director Elect</i> fill the role of sponsorship chair if it applies. If not, the position is best filled by a seasoned professional that is familiar with AHP vendor partners and comfortable with stewarding vendors and development professionals alike.	Level 2 Busiest time: September-December. Monthly conference calls, weekly electronic communication.
<b>Track Dean (regional conference)</b>	The regional Track Dean serves as a content expert in their track area to identify pertinent education in that content area. She/He will identify topics and speakers for each session of the track including review of call for presentations. The Track dean will keep in touch with the speaker periodically between commitment of speaker and actual event. Additionally, the Track Dean serves as the host for their track at the onsite event.	Level 2 Busiest time: September-December. conference calls, electronic communication weekly .
<b>Roundtable Chair (regional conference)</b>	The regional roundtable chair is responsible for reviewing submissions and confirming facilitators of the roundtables. She/He will be mindful of the AHP mission and have 1+ years professional experience. The regional Roundtable Chair will contact facilitators and gather descriptions of each and provide to AHP. Regional roundtable chairs are encouraged to attend regional conference.	Level 3 Busiest time: two months prior to conference. 2-3 conference calls and light emailing during commitment.
<b>Development Primer Chair (regional conference)</b>	The regional Development Primer Chair will lead the primer course onsite at the conference. She/He will be mindful of the AHP mission and will possess 5+ years professional experience. The chair is responsible for recruiting the faculty and managing the daylong workshop. The Primer chair can also be on the workshop faculty.	Level 3 Busiest time: two months prior to conference. 2-3 conference calls and light emailing during commitment.
<b>Regional Advanced Course Chair (regional conference)</b>	The regional Advanced Course Chair will lead the course onsite at the conference. She/He will be mindful of the AHP mission and will possess 5+ years professional experience and be certified. They must be certified – CFRE, FAHp or ACFRE.. The chair is responsible for recruiting the faculty and managing the daylong workshop. AHP will work with the chair making sure all parties have materials needed for preparation.	Level 3 Busiest time: two months prior to conference. 2-3 conference calls and light emailing during commitment.
<b>Hospitality/ Special Event Chair (regional conference)</b>	The regional hospitality chair is typically a member that is local to the area the regional conference is being held and serves to enhance the onsite conference experience with local information. The chair will potentially manage amenities like, organizing attendee bag give-aways, no-host dinners and/or organization of an optional fee-based special event if applicable.	Level 3 Busiest time: September-December. Several conference calls, daily emailing during busy time.
<b>Newcomer Chair (regional conference)</b>	The regional newcomer chair is responsible for making the reception feel special for new attendees. She/He typically organizes a networking icebreaker and acts as host of the newcomer reception.	Level 3 Busiest time: two months prior to conference. A few conference calls

		and light emailing during commitment.
<b>Conference Chair (International)</b>	The international conference chair is the overarching leader of the conference planning on a peer-to-peer level. She/He should be mindful of the AHP mission and possess 5+ years professional experience and interested in directing the education at the conference. The international conference chair will work with AHP staff to secure keynote speakers. Conference chairs are required to attend the conference.	Level 1 Busiest time: January-April. 2 weeks before conference and onsite. Periodic conference calls, weekly electronic communication.
<b>Education Chair (International)</b>	The conference education chair serves as a support to the conference chair and helps guide the education program. She/He should be mindful of the AHP mission and possess 5+ years professional experience and should have an in depth knowledge of the industry to direct conference education content. The international education chair will be the following year's conference chair. The education chairs is required to attend the conference.	Level 1 Busiest time: September-December. Monthly conference calls, weekly electronic communication
<b>Track Dean (International)</b>	The track dean for the AHP International Conference is responsible for developing content for one education track. He/she will reviews submissions, identify potential sessions and speakers, draft track, invite and communicate with speakers, and attend the international conference. The position should have at least 5 years health care development experience. Must be available to attend international conference.	Level 1 Busiest time: January-April. 2 weeks before conference and onsite. Periodic conference calls, weekly electronic communication.
<b>Roundtable Chair (International)</b>	The regional roundtable chair is responsible for reviewing submissions and confirming facilitators of the roundtables. She/He will be mindful of the AHP mission and have 3+ years professional experience. The regional Roundtable Chair will contact facilitators and gather descriptions of each and provide to AHP. Roundtable chairs must attend the international conference.	Level 2 Busiest time: July-August. Electronic communication weekly .
<b>Board of Certification</b>	Members of this board must have a FAHP. He/she should be mindful of the AHP mission. Responsibilities include test development, mentoring, and program promotion. Members of this committee also help to promote personal certification to all members.	Level 1 Busiest time: Quarterly conference calls, monthly tasks and weekly electronic communication
<b>Education/ Certification Chair (regional cabinet)</b>	This cabinet position must hold a CFRE or FAHP. He/she is responsible for activities to increase member awareness of professional certification as well as participation and advancement of AHP education and programs. In addition, he/she serves on the AHP Foundation scholarship committee.	Level 3 2-3 conference calls and periodic electronic communication and outreach.
<b>Si Seymour Award Committee (International)</b>	The Si Seymour Committee shall coordinate the nomination of an individual for the Si Seymour Award. Committee members are responsible for reviewing submissions, selecting candidate and promotion of award. It is preferred that members of this committee have 5+ years in health care development and have served in a previous AHP volunteer capacity.	Level 3 1-2 conference calls and periodic electronic communication and outreach.
<b>Volunteer Position</b>	<b>Position Detail</b>	<b>Level of Engagement</b>

**MEMBERSHIP VOLUNTEER POSITIONS**

<b>Membership Chair</b>	The membership chair develops membership organization within the region to promote and retain members. She/He should be mindful of the AHP mission and possess 2+ years professional experience. The membership chair will follow up on all prospective members in the region who have requested membership information from the AHP office or who have been contacted during the membership campaign. Welcomes new AHP members in the region with a personal email or phone call, and contacts membership via email during monthly renewal time	<b>Level 2</b> Busiest time: Mid-month throughout the year, June-August. Several conference calls, Monthly emailing and phone calls to AHP members.
<b>Volunteer Position</b>	<b>Position Detail</b>	<b>Level of Engagement</b>

### COMMUNICATIONS VOLUNTEER POSITIONS

<b>Communications Chair (Regional Cabinet)</b>	The communications chair coordinates the editorial content for Regional Director's e-messages and/or regional e-newsletters. She/He acts as the communications liaison for the regional cabinet with AHP International, sending AHP staff information for special regional e-mails requests and for the regional community website. She/He also promotes regional conferences and roundtables, and AHP International programs and events ask requests by AHP, via AHP LinkedIn Group and AHP Facebook page postings. 2+ years health care development experience plus strong writing/editing skills and social media experience is recommended. Member of Regional Cabinet.	<b>Level 2</b> Busiest time: 1-2 months prior and after regional conference. 2-3 conference calls/yr. and regular communication with cabinet and colleagues soliciting article content.
<b>AHP Journal Advisory Council Chair (International)</b>	The <i>AHP Journal</i> Advisory Council chair leads the <i>AHP Journal</i> Advisory Council in the development of editorial content for the <i>AHP Journal</i> . Supported by AHP International staff, H/She will recruit members for the Advisory Council, lead three conference calls per year to drive editorial topics and author recruitment. She/He will participate in the evaluation of article submissions, the AHP Professional Paper Competition submissions and the <i>AHP Journal</i> Awards. 5+ years health care development experience is recommended.	<b>Level 2</b> Busiest time: May, June, July November. 2-3 conference calls/yr. Periodic communication recruiting Council members & potential authors.
<b>AHP Journal Advisory Council (International)</b>	The <i>AHP Journal</i> Advisory Council leads the editorial content of the <i>AHP Journal</i> through development of article topics, author recruitment and evaluation of article submissions. Council members read and evaluate article submissions twice a year, as well as review proposals for the AHP Professional Paper Competition and rate articles for the AHP Journal Awards. 2+ years health care development experience recommended.	<b>Level 3</b> 2-3 conference calls/yr. and review of articles/proposals 3x/yr. Busiest time: May, June, July, November. Periodic communication recruiting potential authors.
<b>Volunteer Position</b>	<b>Position Detail</b>	<b>Level of Engagement</b>

### GOVERNMENT RELATIONS VOLUNTEER POSITIONS

<b>U.S. &amp; Canada Government Relations Chair (International)</b>	The U.S. or Canada Government Relations Chair helps AHP to identify federal and state/provincial regulatory and legislative issues and assist in the development of AHP's advocacy strategies and tactics. She/He reviews the monthly AHP Government Relations report prior to distribution and leads quarterly conference calls with the regional chairs and state/provincial representatives to discuss current issues.	<b>Level 3</b> Monthly review of GR report, quarterly conference calls, regular e-mail/phone communication w/AHP Staff re: current issues.
<b>Government Relations Chair (Regional Cabinet)</b>	The government relations chair helps the U.S./Canada Government Relations Chair and AHP International to identify regional and state regulatory and legislative issues and to communicate AHP's advocacy efforts and grass roots requests to their regional cabinet and regional members. She/He encourages state representative	<b>Level 3</b> Quarterly Conference Calls. Periodic e-mails to regional cabinet/members

	participation. 2+ years health care development experience as well as experience with advocacy issues and efforts, or a strong relationship with His/Her health care organization's advocacy representative is recommended. Member of Regional Cabinet.	as needed for grassroots efforts.
<b>State/Provincial Representative (Regional Cabinet)</b>	The state/provincial representative helps His/Her Regional Government Relations chair and AHP International to identify regional and state/provincial regulatory and legislative issues and to communicate AHP's advocacy efforts and grass roots requests to their state/provincial members. 2+ years health care development experience as well as experience with advocacy issues and efforts, or a strong relationship with His/Her health care organization's advocacy representative is recommended. May also have additional responsibilities coordinating state/provincial roundtables or aiding in state/provincial membership efforts based on region. Member of Regional Cabinet.	Level 3 Quarterly Conference Calls. Periodic e-mails to state/provincial members as needed for grassroots efforts.
<b>Volunteer Position</b>	<b>Position Detail</b>	<b>Level of Engagement</b>
<b>AHP FOUNDATION VOLUNTEER POSITIONS</b>		
<b>AHP Foundation (Regional Cabinet)</b>	This cabinet position is responsible for promoting the AHP annual fund and encouraging support of this important effort. He/she leads the regional solicitation process for leadership and helps promote the program at the regional conference, international conference and thru other programs as needed.	Level 2 Busiest time: February-June; at Annual Conference. Several conference calls, Monthly emailing and phone calls to AHP members
<b>Volunteer Position</b>	<b>Position Detail</b>	<b>Level of Engagement</b>
<b>AHP RESOURCE CENTER POSITIONS</b>		
<b>Resource Center Chair (International)</b>	The Resource Center Chair acts as a liaison between the membership and the AHP Resource Center by suggesting materials that may be of interest to the membership. Encourages the contribution of samples (brochures, handouts, policies) by AHP members to the Resource Center. Acts as a resource to the AHP Knowledge Manager in responding to information requests. She/He will be mindful of the AHP Mission and the Resource Center content and should have 5+ years of professional experience.	Level 2 Monthly emailing, all year round