

*Case Management Society of New England
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Policy 25-03

Date: November 15, 2003

Policy and Procedure: Building Strategies Conference Committee

The Case Management Society of New England is a recognized professional entity actively engaged in promoting educational opportunities for its members. The Building Strategies Conference Committee supports the membership-at-large through development and staging of one day-long educational conference each year.

The Goals of the Building Strategies Conference Committee are:

- Organize and complete one day-long educational conference during March
- Develop a program focused on professional development for the individual case manager across practice settings
- Provide a reasonably-priced continuing education opportunity for the membership

Composition of the Program Committee:

- An Executive Board Liaison
- A Chairperson recommended by the previous year's chair and designated by the CMSNE Executive Board.
- No more than four (4) members.

The Building Strategies Conference Committee is lead by a Chairperson with support from the Executive Director and Executive Board Liaison. The Committee Chair keeps the Executive Director and Executive Board Liaison informed as to ongoing progress with program development, well in advance of program dates. This is accomplished through regular written updates to the Building Strategies Conference Committee E-mail group and direct communication. The Chair is responsible for bringing obstacles in planning and organization to the attention of the Executive Director as early as possible for guidance, additional support and resolution.

Benefits of Committee membership:

Committee members benefit from involvement in the following manner:

- Receive complimentary registration for program when said committee member takes an active role in planning, development and/or administrative support on the program.
- Increased networking opportunities with Corporate and Program Sponsors, peers
- Development of organizational and event planning skills

Role of the Committee Chairperson:

- The Chairperson must be a current and active member of the Chapter. It is preferred that the Chair will have served at least one (1) previous year as a member of the Building Strategies Conference Committee.
- The Chair agrees to serve for a period of at least one (1) full year.
- The Chair, or their designee in cooperation with the committee members, is responsible for:

- investigation, selection and booking of site,
- developing the theme and educational objectives for the program,
- identifying and contracting with qualified speakers,
- developing a budget to ensure that all expenses related to the program are met,
- obtaining conference sponsors,
- ensuring that appropriate advertisement is completed via the development and distribution of a program brochure, articles in the chapter newsletter, *The Facilitator* and postings in local healthcare publications,
- securing continuing education units for attendees to include at minimum CCM, RN & SW
- and coordinating onsite facility and participant needs the day of program.
- The Chair shall actively mentor at least one member of the Committee as a successor for the next term.
- The Chair is the committee's primary point of contact with the Executive Director.

Role of the Committee Member:

- Committee members must be current and active members of the Chapter.
- Each committee member must agree to be an active participant on the committee to ensure that all responsibilities associated with the successful implementation of the program, as mentioned under Role of Committee Chairperson.

Communication:

Primary communication vehicles include: email group, telephone contact and face to face meetings.

Committee members are placed on the Building Strategies Conference Committee email list. Each member is responsible to review all incoming email messages and respond to them as requested or desired in order to participate in committee business.

When appropriate, the committee Chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee Chair in advance.

Inability to comply with commitment:

If a committee member, Chairperson or Co-chairperson is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of it's members. The Chairperson informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair or is selected/assigned.

Signed off: _____
Mary McKendry, CMSNE President, 2003-2004

Date