

ASHRM Chapter Leader Onboarding Guide



American Society for Health Care Risk Management (ASHRM)
ASHRM Chapter Leader Onboarding Guide

Welcome!!

Thank you for your time and commitment to the American Society for Health Care Risk Management (ASHRM) of the American Hospital Association.

We are happy to welcome you as an ASHRM chapter leader. ASHRM's staff is here to assist and support you on your journey as an ASHRM Chapter Leader.

This onboarding guide serves as a resource to help you with being successful in your role as a chapter president or leader, and to assist you with better understanding of the many benefits available to ASHRM Chapters. Included is a list of frequently asked questions and answers that will help you with navigating your new role. Also included is a list of frequently used links to help you with accessing the tools and resources available to chapters. Please keep this information handy and use it as your guide. In addition, please use the ASHRM staff as a resource.

Thanks for volunteering your service to ASHRM to support the Health Care Risk Management field and the communities in which we live.

*Note (may list ASHRM staff members)

Introduction to ASHRM

Established in 1980, the American Society for Health Care Risk Management (ASHRM) is a professional membership group of the American Hospital Association (AHA) with nearly 6,000 members representing risk management, patient safety, insurance, law, finance, and other related professions.

ASHRM promotes effective and innovative risk management strategies and professional leadership through education, recognition, advocacy, publications, networking, and interactions with leading health care organizations and government agencies. ASHRM initiatives focus on developing and implementing safe and effective patient care practices, the preservation of financial resources, and the maintenance of safe working environments.

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Mission Statement

To advance safe and trusted patient-centered health care delivery, ASHRM promotes proactive and innovative management of organization-wide risk.

Chapter Directory by Region (map)

ASHRM has chapters located throughout the United States. These important organizations host professional programs and events on a local or regional level.

Connect with a local chapter. Expand your health care risk management network through ASHRM Affiliated Chapters and connect with peers at regional chapter events.



Region 1: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and all foreign countries

Region 2: New Jersey, New York, Pennsylvania

Region 3: Delaware, District of Columbia, Kentucky, Mid-Atlantic, North Carolina, Virginia, West Virginia

Region 4: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee

Region 5: Illinois, Indiana, Michigan, Ohio, Wisconsin

Region 6: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota

Region 7: Arkansas, Louisiana, Oklahoma, Texas

Region 8: Arizona, Colorado, Idaho, Montana, New Mexico, Utah, Wyoming

Region 9: Alaska, California, Hawaii, Nevada, Oregon, Washington

ASHRM Advisory Board

The ASHRM Advisory Board is comprised of health care risk management professionals elected by the ASHRM membership. Advisory Board members serve three year terms.

Chapter Bylaws

Bylaws are the glue that holds your chapter's structure together. Bylaws are legal documents that summarize the chapter's decisions and explain, before problems arise, how you intend to deal with them. They document objectives, structures and programs. ASHRM's bylaws, included in the appendix of this manual, can be used as a model, as can the examples that follow. However, the language of your bylaws should be your own. Only you know what you want your chapter to achieve and how you want to organize it. Bylaws are a working document and should be updated frequently to reflect the changing needs of your members.

The format for preparing bylaws is a lot simpler than it appears at first glance. Like a report outline, bylaws should be separated into Articles (which address a broad area, like the Board of Directors) and Sections (which detail specifics about how the articles will be administered). Here's an example of how bylaws can be organized:

Chapter Benefits

Benefits to chapters include:

- Closer affiliation with national association
- Opportunity to increase chapter membership from national member base

The AHA/ASHRM membership department will serve as Chapter Relations Specialists to manage new incoming chapters, payments and answer all incoming questions about chapter membership.

Creating a Chapter

Start a Chapter

The goal of local ASHRM chapters is to enable people with the same interests to come together on a regular basis to share their experiences and ideas; and to encourage each other in promoting health care risk management.

To Create a Chapter.

Go to the ASHRM Website and Click Membership Tab (dropdown arrow) and click Chapters. Follow this link <https://www.ashrm.org/ashrm-affiliated-chapters> to take you directly to the Chapter section. Scroll down to where it states, "Start A Chapter."

Benefits of Being a Local Chapter Member

Chapters serve as a medium for its members to meet and share their professional experiences. The most valuable benefit of being a local member is the opportunity to network with others in the same profession. Chapter meetings and activities allow members to expand their knowledge bases and gain new insights. Chapters provide the opportunity for members to provide continuous education between annual conferences and hold programs locally.

How to Start a Chapter

Frequently Asked Questions:

What is the First Step I Must Take to Start a Chapter?

Answer: Contact the ASHRM for more information. ASHRM staff will talk with you about becoming a chapter.

Will the Group Have to Sign an Agreement?

Answer: Any group wanting to start a chapter must sign an agreement.

Are There Specific Criteria That Each Chapter Must Meet to Become a Chapter?

Answer: Yes, there are specific requirements for forming a chapter.

1. The organization must be established as a legal business entity, by being incorporated as a nonprofit and having obtained an employer identification number, federal tax-exempt certificate, and bank account.
2. Chapters must submit a board roster annually and whenever board contact information changes. It is your chapter's contractual responsibility to notify ASHRM if your board members change or if their basic contact information changes.
3. Mission statement advancing ASHRM's mission
4. Bylaws that are compliant with relevant laws
5. At least 20 members and, if <100 members, 15 are also ASHRM members. If >100 members, 15% are also ASHRM members.
6. President and President-Elect must be ASHRM members
7. Incorporated as a not-for-profit and in good standing in its state of incorporation
8. Employer Identification Number (EIN)
9. Federal tax exemption certificate
10. Bank account in the organization's name
11. General liability insurance (coverage of ≥\$1,000,000)
12. Directors and officers (D&O) insurance

Note: An affiliation agreement is a contract between an organization and ASHRM.

- Qualifying orgs may use ASHRM's name (i.e. become a "Chapter") in consideration for annually sharing member information
- Automatically renews and may be terminated by either party at any time
- Will need to be refiled if changes are made

If I Have Further Questions, Who on the ASHRM Staff Can I Contact?

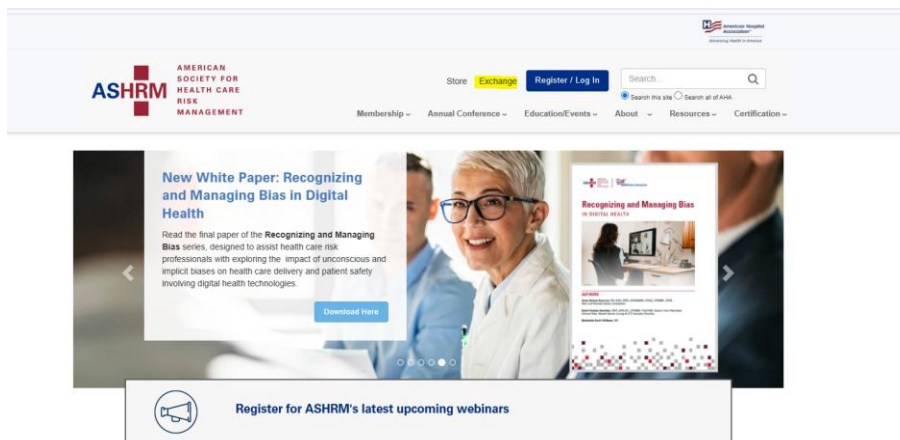
Answer: Please contact ASHRM at ASHRM@aha.org.

ASHRM Exchange

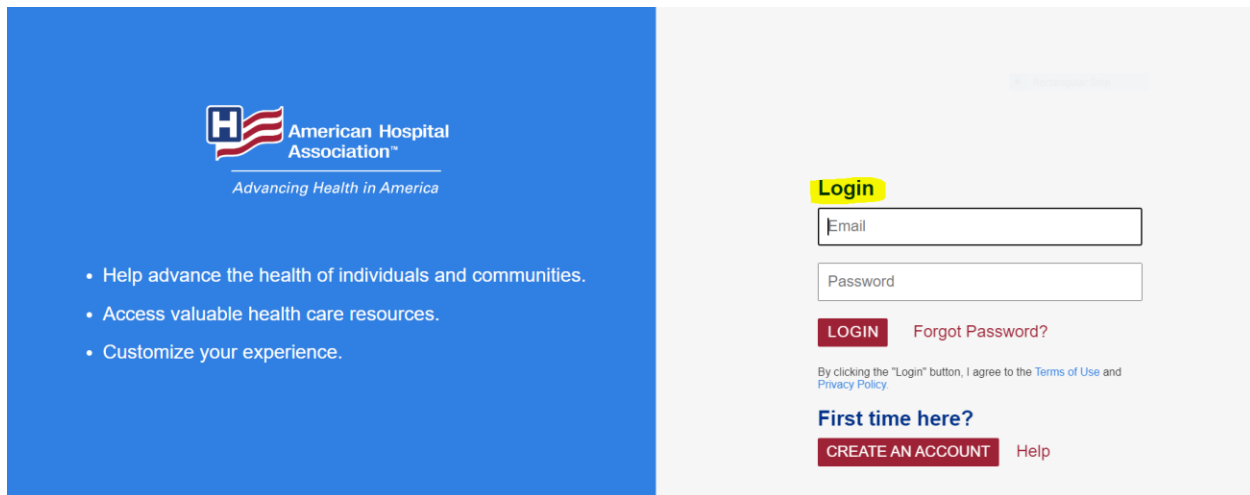
The ASHRM Exchange is an online community platform where members can engage in discussions, ask questions, share comments (within respectful boundaries), network with peers, and feel encouraged to explore and connect with our organization."

To access the ASHRM Exchange:

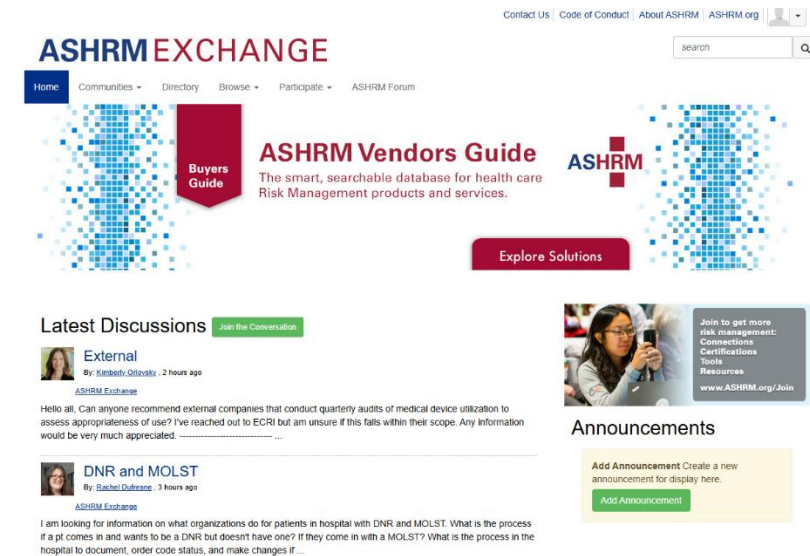
Click on the word "Exchange" which is the screenshot provided below:



It will take you to a page where you will have to login or create a login (Create an Account). Look at screenshot below:



Once you login or create account, it will display the ASHRM Exchange page that looks like the screenshot below:



You will be able to navigate the ASHRM Exchange page.

Code of Conduct: ASHRM Exchange Rules & Etiquette

Community discussions (ie, listserv or digest items) and library entries are intended to address issues of interest to the health care risk management community. To ensure the best possible experience for all participants, ASHRM has established basic guidelines for participation.

By joining and using ASHRM Exchange, you agree that you have read and will follow the rules and guidelines below. You also agree to reserve discussions for topics best

suited to the medium, such as soliciting advice of peers, sharing experiences and participating in ongoing conversations. Questions about ASHRM Exchange should be directed to ashrm@aha.org.

Please take a moment to review these guidelines. To preserve a climate that encourages civil and fruitful dialogue, ASHRM reserves the right to suspend or terminate membership on all lists for members who violate these rules.

Discussion Group Etiquette

- Discussions on the Site are meant to stimulate conversation and exchange of knowledge. Be courteous; let other users have their say and refrain from intimidating or attacking other users.
- Include a signature on all messages. Include your name and affiliation.
- In the subject line, state concisely and clearly the topic of your comments. This allows users to respond more appropriately to your posting and to easily search archives by subject.
- Include only the relevant portions of the original message in your reply. Delete irrelevant header information and put your response before the original posting.
- Send a message to an entire group or list only when it contains information for everyone's benefit.
- Send messages such as "Thanks for the information" or "Me, too" to individual recipients, not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.
- To update any of your contact information or change your email address or settings, you must do so from your Profile or contact ASHRM at ashrm@aha.org. Do not send administrative messages, such as "Remove me from the list," to the full group or using the site private messaging functionality.

Site Rules

- Use of the Site by any member or vendor to sell, advertise, solicit or market any products or services is prohibited. Do not upload, post, transmit, share or otherwise make available any unsolicited or unauthorized advertising, solicitations, surveys, promotional materials or other such communications. Using the Site to promote a product or service may result in immediate loss of access to the Site.
- Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants ASHRM and users of the Site a nonexclusive license to display, copy, publish, distribute, transmit, print and use such information or other

material. Remember that all users have the right to reproduce postings through the Site.

- Any defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Information posted on the Site is subject to libel, slander and antitrust laws. ASHRM reserves the right to reject any message or posting for any reason.
- Do not encourage or direct users to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are prohibited: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.
- Do not harvest or collect e-mail addresses or other contact information of users from the Site by electronic or other means, for the purpose of sending unsolicited e-mails or other unsolicited communications. Do not use software or other automated means to collect information from or otherwise interact with the Site.
- The site is not to be used to conduct any surveys, polls, or questionnaires. Do not post links or email this type of content to ASHRM members without the express approval of ASHRM.
- Do not upload, post, transmit, share, store or otherwise make publicly available on the Site any of the following: private information of any third party, including, addresses, phone numbers, e-mail addresses, Social Security numbers, credit card numbers or financial information; software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment; content that would constitute, encourage or provide instructions for a criminal offense, violate the rights of any party, or that would otherwise create liability or violate any local, state, national or international law; content that restricts or inhibits any other person from using or enjoying the Site or that may expose ASHRM or other users to harm or liability of any type.
- To report any concerns, contact ASHRM at (312) 422-3980 or ashrm@aha.org.

ASHRM Exchange: Chapter Leader Discussion

The Chapter Leader Discussion Board on ASHRM Exchange is a great place for chapter officers to share resources, ask questions, and find tools to aid in chapter administration and event planning. The group works exactly like the main member forum on Exchange, with a digest that is only emailed to chapter leaders that join.

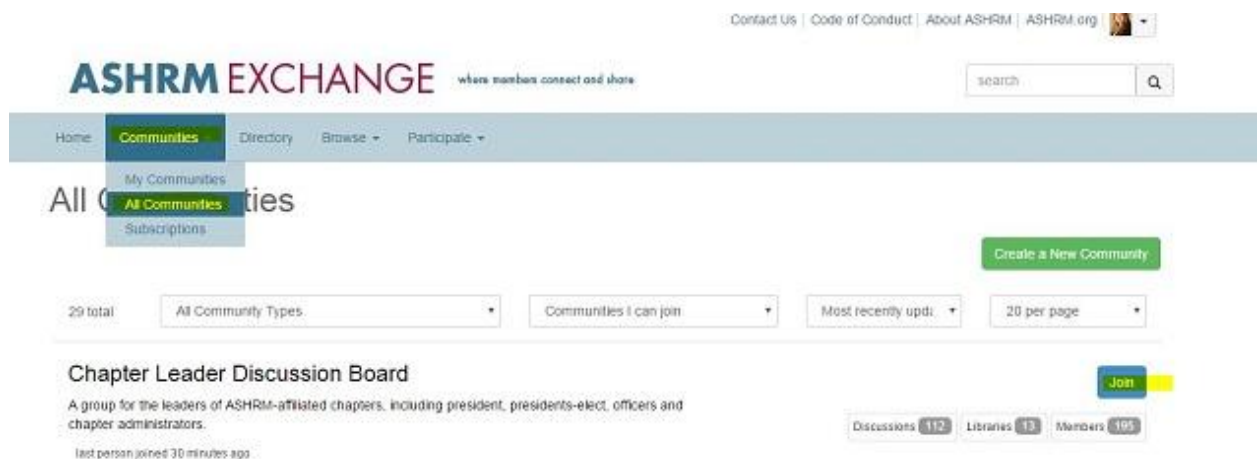
The Chapter Leader Discussion Board includes a/an:

- Discussion forum
- Resource library
- Email digest

Official ASHRM resources are added to the library as they become available but you can share helpful tools at any time.

Join the Chapter Leader Discussion Board:

1. Log in to [ASHRM Exchange](#)
2. If you have never logged in to the Exchange before, your initial login will prompt a terms and conditions page to appear. Please scroll to the end of the page and click "Accept"
3. From the Exchange home page, click the Communities tab
4. Select All Communities
5. Locate the Chapter Leader Discussion Board
6. Click Join



Chapter Incentive Program

Chapters have the opportunity to receive an annual monetary incentive. To receive your incentive, return your chapter's mailing list with email addresses to ASHRM annually, by the stated deadline.

The screenshot below is the ASHRM Chapter Reporting Form:

ASHRM
AMERICAN
SOCIETY FOR
HEALTH CARE
RISK
MANAGEMENT

ASHRM Chapter Reporting Form

To maintain your chapter records with ASHRM, please complete this form by February 28, 2025.

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Email *

Your email

I certify that the chapter named below continues to meet the following affiliation criteria as described in the ASHRM chapter agreement. Please check all boxes that apply.

☐ Chapter has a mission statement that helps to advance ASHRM's mission

☐ Chapter has bylaws that are compliant with relevant laws

You will also be asked to complete an updated Chapter Board and Membership Roster.

Chapter Resources

Email Market Request

To submit a marketing request form for a chapter, please visit our website, complete the form, and it will be automatically sent to the ASHRM Team at ashrm@aha.org. The link to the form is provided below:

[Email Marketing Request](#)

Annual Report Form

Chapters are required to complete the annual chapter reporting form and provide member rosters annually. Chapters must fully execute a chapter affiliation agreement with the ASHRM. Chapters must have a mission statement that helps advance ASHRM's mission. Chapters must be governed by bylaws that are compliant with relevant laws.

The online chapter reporting form link is below:

[Chapter Reporting on-line Form](#)

Chapter Events

In order to list your event, you will need to use the *Chapter Event Listing Request Form*.

ASHRM Chapter Events

Calendar of events hosted by chapters and partner organizations

Submit your chapter's events to be featured here.

[Chapter Event Listing Form](#)

EVENT SCHEDULE	
APR	North Carolina ASHRM Spring Conference
23-25	Hosted By: NC ASHRM Chapter
	Date: April 23-25, 2025
	Time: Wednesday, April 23, 2025 1:00 pm – 5:00 pm EST
	Thursday, April 24, 2025 9:00 am – 4:30 pm EST
	Friday, April 25, 2025 8:30 am – 11:30 pm EST
	Location: Holiday Inn Resort Lumina, Wrightsville Beach, NC
	Fees: Early Bird through April 15 - \$295 (\$425 non-member)
	After April 15 - \$335 (\$465 non-member)
	At Event - \$435 (\$565 non-member)

Chapter Speaker Requests

ASHRM is pleased to support your chapter's local event by providing an ASHRM leader to speak at your events. ASHRM wants to help chapters provide important, timely, and relevant information in the field of health care risk management, to add value to your meetings and conferences.

To request a speaker, please read the following terms and conditions and use the [speaker request form](#) to request a speaker at your event.

Terms and Conditions (subject to change)

Members of ASHRM's leadership can speak to a variety of audiences to share their knowledge and ASHRM information with the public. Because the demand is high, not all requests can be filled. Only requests submitted through the [speaker request form](#) will be considered.

Please submit your request at least 12 weeks before your event to allow as much lead time as possible to locate an appropriate speaker. Speaker participation is based on a variety of factors, including the speaker's availability, and ASHRM does not guarantee that all requests will be granted.

Chapter Calendar

Calendar of Upcoming Events

To view upcoming Chapter Events, visit ASHRM's website and navigate to the Calendar section. All scheduled events are listed there with details including dates, times, and locations.