SHS Membership Recognition Committee Charter March 2012-February 2013

SHS Membership Committee Purpose

The Membership Recognition Committee supports the SHS Board of Directors and facilitates the recognition of society members for outstanding achievements in the profession.

Time Commitment

The Membership Recognition Committee meets on an as needed basis (no less than once a quarter) via telephone conference calls. Meetings are called by the Chair of the Recognition Committee. Board liaisons also participate on committee calls.

Membership Committee Chair

The Membership Director is the Chairman of the Membership Recognition Committee and is appointed by the Board of Directors. The Membership Recognition Chair's responsibility is to see that the committee is properly staffed and organized to carry out an effective membership activities' program. For continuity, the minimum commitment is 3 years: 1 year as co-chair, 1 year as chair, and 1 year as past chair.

1. Review the Strategic plan and Annual work plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
2. Prepare quarterly status reports and minutes of meetings for review by the SHS Board of Directors.
3. Operate within budgetary parameters and provide guidance to the preparation of the SHS annual budget for the committee.

2012/2013 Membership Recognition Committee Responsibilities

1. Awards, Recognition, and Advancement
   a. Administer the SHS Diplomate program (includes marketing to increase awareness and participation)
   b. Participate in the voting for the SHS-HIMSS Excellence in Healthcare Management Engineering/Performance Improvement Award
   c. On a quarterly basis, recognize SHS members for the Outstanding Member Award. Categories of recognition are:
      i. Major professional publication(s)/speaking engagements
      ii. Diplomate Status achieved
      iii. IIE Senior member status achieved
      iv. Advanced Degrees achieved
      v. Significant professional career promotion/advancement
      vi. Professional recognition form other professional societies
      vii. Years of Continuous Service in SHS milestones (10 yrs, 20 yrs, etc)
   d. Each Outstanding Member Award will be recognized in the following ways:
      i. Certificate of Achievement
      ii. Recognition in the SHS monthly Newsletter which would include picture and a brief synopsis of members' achievements
      iii. Email to members at large recognizing the member for their achievements
   e. Identify at least one nominee from the SHS membership for the New Faces of Engineering award
   f. Provide the SHS Board the members that qualify for Years of Service Award to be recognized at the annual conference

2. Report to the SHS Board through the designated Board member liaison