I. NAME
The Committee will be called the Tools, Methods and Communication Committee. It is authorized by the Society of Health (SHS) Systems and will serve at the direction of the SHS Board of Directors.

II. MISSION STATEMENT
The mission of the Tools, Methods and Communication Committee is to identify, develop, maintain and share professional tools, methods and concepts that educate members of the Society of Health Systems. These methods and practices from industrial engineering or related disciplines are to enable individuals in the healthcare industry to improve the safety, quality, service and efficiency of their systems and/or processes.

III. PRINCIPLES
The following principles are essential for our long term success:
   a. Alignment with organizational goals of IIE and SHS.
   b. Communicate, collaborate, and coordinate with other SHS committees and entities to advance the overall mission of SHS.
   c. Commitment to carry out duties and responsibilities defined by committee membership.
   d. Develop and maintain an open, transparent, accountable, and collaborative environment amongst all participating members.
   e. Commitment to share and support common goals.

IV. GOALS
The Tools, Methods and Communication Committee will support the mission of SHS by:
   a. Creating and/or identifying professional content and tools for SHS members that is both relevant and timely.
   b. Producing content that educates students on opportunities in IE and health systems engineering and management.
   c. Disseminating content through existing and developing media channels including both electronic and non-electronic outlets.
      i. Produce monthly newsletter for communication to and from the SHS membership
      ii. Provide a succession plan for current and future Newsletter editors
      iii. Increase traffic to SHS web site
         • Increase search engine hits by inserting SHS site with buzz words that people are searching for (use education interest info from Question #12 on the 2010 SHS member survey), + 10 tips for good Google rankings.
         • Enhance search function (advanced search engine if software allows)
         • Investigate capabilities of web site content management system
      iv. Implement and Sustain blogger strategy
         • Integrate blog into web site to build authority for the domain and bring readers back to our website. Data shows 20% traffic growth attributed to great blogging campaign
         • Create a virtual sub-team chaired by TM&C team member with &gt;= 3 virtual members to provide continuous stream of blogging and create interest / excitement
         • Link Blogging to work of SHS committees
v. Social media strategy (maybe a session or storyboard at conference on how to get involved, why get involved etc.. with Tweeting, Facebook, LinkedIn as it applies to SHS.
   • Focus on Facebook and LinkedIn as social media strategy based on SHS 2010 member survey showing only 7% members use Twitter vs. 65% and 78% Facebook and LinkedIn respectively
   • Re-energize existing SHS Facebook page
   • TM&C team members "formally" contribute (based on coordinated plan & schedule) to LinkedIn / Facebook discussions

d. Providing content that addresses the needs of the diverse SHS professional population (managers, administrators, engineers, researchers, etc.).
e. Meeting or exceeding the annual performance metrics defined and adopted by TM&C Committee members.
f. Growing membership and participation of SHS and the TM&C Committee.
g. Supporting SHS Conference Committee in preparation for annual conference

V. MEMBERSHIP
a. Composition: The Tools, Methods and Communication Committee will consist of at least one member of the Board of Directors, a Chair, a Chair-elect, and at least 3 active members of the SHS.
b. Committee members must be active members of SHS. New candidates for committee membership must be active SHS members.
c. The addition of new members must be approved by the committee chair and a majority of the committee’s current members.
d. Membership is voluntary but joining the committee indicates an agreement to actively participate in committee meetings, activities, and functions.
e. Term: There is no limit on the term of membership to the SHS Tools, Methods and Communication Committee.
f. The terms of the chair and the chair-elect are two years. The chair-elect will be selected by committee members at the end of each term.

VI. RESPONSIBILITIES

Liaison to Board of Directors:
a. Communicate monthly updates of Tools, Methods and Communication Committee activities, accomplishments, and requests (i.e., needs) to the SHS Board of Directors.
b. Communicate SHS news, activities, and goals relevant to the mission of Tools, Methods and Communication Committee.
c. Provide oversight and timely feedback to the Tools, Methods and Communication committee.
d. Promote the functions and activities of the committee at professional meetings and conferences.
e. Provide mentorship to the acting chair and chair-elect.
Chair:
  a. Promote Tools, Methods and Communication collection, creation, and dissemination.
  b. Act as communication liaison between Board of Directors and the committee.
  c. Act as communication liaison between Tools, Methods and Communication Committee and other SHS committees
  d. Facilitate the Tools, Methods and Communication committee meetings.
  e. Coordinate the assignment of activities to committee members.
  f. Establish necessary deadlines based on member input and follow-up on assigned responsibilities.
  g. Schedule and develop an agenda for meetings based on member input.
  h. Prepare an annual report of the committee's accomplishments.
  i. Prepare a report of the committee's objectives for next calendar year.
  j. Introduce new members.
  k. Ensure the effectiveness of the meeting by directing discussions to meet the committee's mission and objectives.
  l. Review the SHS Strategic and Annual work plans with committee board liaison to ensure that major work of the committee is reflected in the strategic plan.
  m. Operate within budgetary parameters and provide guidance to the preparation of the SHS annual budget for the committee.
  n. Coordinate article(s) for publication in SHS Newsletter as appropriate for the Committee and its activities.

Committee Members:
  a. Promote Tools, Methods and Communication collection, creation, and dissemination.
  b. Attend (participate in) all monthly meetings or arrange alternative plans as necessary
  c. Complete any assignments per agreed description and due date
  d. Actively participate in work of committee(s)
  e. Report on tools or concept needs as observed or experienced in own professional activities.
  f. Assist in development of agenda or meeting minutes upon request.

VII. MEETINGS
  a. Meetings will be held once per month by teleconference.
  b. Meeting duration will normally be 1 to 2 hours in duration depending on agenda requirements
  c. The Chair will prepare and distribute an agenda at least two weeks prior to each monthly meeting.
  d. The Chair or assigned meeting note-taker/scribe will generate and distribute the minutes within one week of the conclusion of monthly meetings.
  e. The committee will hold at least one face-to-face meeting, usually at the SHS annual conference.