



*Text in blue is required for all participants.*

## Contributor

<b>SHSMD Experience</b> <ul style="list-style-type: none"> <li>Member</li> </ul>	<b>Annual Conference Moderator</b> <ul style="list-style-type: none"> <li>Attendee</li> <li>Willingness to remain in session throughout</li> <li>Willingness to perform speaker introductions and administrative tasks</li> </ul>	<b>Annual Conference Round Table Leader</b> <ul style="list-style-type: none"> <li>Attendee</li> <li>Experience and tactics to share on subject of primary interest</li> <li>Group facilitation experience</li> </ul>	<b>Annual Conference Speaker</b> <ul style="list-style-type: none"> <li>Demonstrated expertise and experience related to subject</li> <li>Excellent presentation skills</li> <li>Good speaker references</li> <li>Accepted Call for Speaker proposal</li> </ul>	<b>Member Recruiter</b> <ul style="list-style-type: none"> <li>Understanding of SHSMD mission, benefits, and services</li> <li>Network of associates</li> </ul>	<b>Author (Spectrum, white papers, books, tools)</b> <ul style="list-style-type: none"> <li>Specific subject expertise</li> <li>Demonstrated writing ability</li> <li>Ability to meet deadlines</li> <li>Openness to peer (and staff) review process</li> </ul>	<b>Content/Peer Reviewer</b> <ul style="list-style-type: none"> <li>Expertise on specific subject matter</li> <li>Ability to work and act of a confidential bases</li> <li>Ability to meet deadlines</li> </ul>	<b>Liaison with Local Societies</b> <ul style="list-style-type: none"> <li>Willingness to keep SHSMD updated on leadership changes and activities</li> <li>Ability and availability to promote SHSMD membership and benefits</li> <li>Willingness to conduct focus groups with local members</li> </ul>
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## Committee/Task Force Member

<b>SHSMD Experience</b> <ul style="list-style-type: none"> <li>Member</li> <li>Interest and commitment to the charge and focus of the committee/task force</li> </ul>	<b>Traits and Expertise Needed</b> <ul style="list-style-type: none"> <li>Interest and commitment to charge and outcomes of committee/task force</li> <li>Availability and willingness to participate in scheduled conference call meetings</li> <li>Openness to new ideas and new ways to approach challenges and problems</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to be an advocate for the work of the committee/task force</li> <li>Good listening skills</li> <li>Creative problem solver</li> <li>Availability to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to spend time preparing for meetings by reading information provided and reviewing materials developed by or being considered by committee/task force</li> </ul>	<b>Track Team Leader for Annual Conference Planning Committee</b> <ul style="list-style-type: none"> <li>Traits and expertise needed for all committees/task forces</li> <li>Prior experience speaking on topics related to track with strong speaker evaluations and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Recognized expertise in subject matter related to the track</li> </ul>
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## Committee/Task Force Chairperson

<b>SHSMD Experience</b> <ul style="list-style-type: none"> <li>Member</li> <li>Prior membership on given committee/task force or membership on related committee/task force</li> <li>Outstanding performances and demonstrated leadership in prior committee/task force role</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated expertise in focus of committee/task force</li> <li>Willingness to participate in chair training session</li> <li>Ability to serve as strong advocate for work of committee/task force</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated ability to achieve objectives/drive action – as shown in previous committee/task force</li> <li><b>Acknowledged interest in serving on Society Board of Directors</b></li> <li>Clear understanding of the role of volunteer leaders and the role of Society staff</li> <li>Ability to recommend and recruit volunteers for service</li> </ul>	<b>Other Professional Experience</b> <ul style="list-style-type: none"> <li>Experience in chairing committee/task forces in other volunteer organizations</li> <li>Experience on other boards</li> <li>Senior leader in healthcare organization</li> </ul>	<b>Traits and Expertise Needed</b> <ul style="list-style-type: none"> <li>Ability to achieve objectives</li> <li>Strong facilitation skills</li> <li>Synthesizer</li> <li>Action-oriented</li> <li>Ability to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Creative problem solver</li> <li>Commitment to committee/task force process, e.g. conference calls, emails</li> <li>Willingness to participate in committee/task force evaluations process (360° review)</li> </ul>
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## Board of Directors

<b>SHSMD Experience</b> <ul style="list-style-type: none"> <li>Member</li> <li>Commitment to Society, its mission, and its members; and support for the American Hospital Association advocacy goals</li> </ul>	<ul style="list-style-type: none"> <li>Service on multiple SHSMD committees/task forces</li> <li>Service as chair/co-chair or significant contributor to SHSMD committee/task force</li> <li>Proven grasp of the most significant issues facing members</li> </ul>	<b>Other Professional Experience</b> <ul style="list-style-type: none"> <li>Acknowledged expertise and competency in senior leadership role in healthcare strategic planning, business development, marketing, and communications</li> <li>Experience on other voluntary boards</li> </ul>	<b>Traits and Expertise Needed</b> <ul style="list-style-type: none"> <li>Ability to analyze and integrate information from diverse sources in making decisions, planning, and finding solutions</li> <li>Effective verbal, written, and listening skills</li> <li>Demonstrated capacity to listen to and be responsive to diverse perspectives on issues</li> </ul>	<ul style="list-style-type: none"> <li>Ability to lead by example, personally demonstrating the behaviors expected of all volunteers and staff</li> <li>Ability to respond to changing circumstances and priorities in a focused manner</li> <li>Capacity to balance a wide-range of priorities</li> </ul>	<ul style="list-style-type: none"> <li>Strategic thinker</li> <li>Synthesizer</li> <li>Visionary</li> <li>Innovator</li> <li>Risk taker</li> <li>Negotiator</li> </ul>	<ul style="list-style-type: none"> <li>Influencer</li> <li>Action oriented</li> <li>Team player</li> <li>Collaborator</li> <li>Communicator</li> </ul>
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