



Health Services  
Management & Policy  
Alumni Society

# MANAGEMENT INSTITUTE COMMITTEES



## **Management Institute Committee Overview**

The Management Institute (MI) Committee is responsible for planning an educational session typically held in the fall. A member in good standing shall be appointed for a two-year term by the MI Chair for approval by the Executive Committee, serving one year as co-chair and the second year as the primary lead for organizing this event. A committee shall be appointed to develop objectives, secure speakers and a meeting location, develop publications related to the event, and any other tasks affiliated with this meeting. The Alumni Society Coordinator will also serve to support this event.

### **MI Executive Committee**

The MI Executive Committee consists of the appointed chair, co-chair, immediate past MI chair, MHA Program Director, Alumni Society Coordinator, and MI Sponsorship, Program and Marketing committee chairs.

#### **Chair and Co-Chair**

A member in good standing shall be appointed to a two-year term by the president of the Society serving one year as co-chair and the second year as the primary lead for organizing this event. The chair and co-chair are responsible for establishing and leading the MI Program, Sponsorship and Marketing committees. The chair and co-chair will have oversight of event planning including serving to develop theme and objectives, secure speakers and a meeting location, develop publications related to the event, manage budget and revenue, and any other tasks affiliated with this meeting. The chair, co-chair and Alumni Society Coordinator will serve as the primary coordinators and points-of-contact on the day of the event. The chair and co-chair will provide Management Institute planning and event updates to the Executive Committee and HSMP Alumni Society as appropriate, including analysis of participant feedback and reconciliation of final revenue and expenses.

The chair and co-chair will interface with the HSMP Alumni Society Awards Committee to coordinate Awards Ceremony logistical details in conjunction with Management Institute event.

#### **Immediate Past MI Chair**

It is customary for the immediate past MI chair to participate as a member of the MI Executive Committee in an advisory capacity whenever possible.

**Approximate Time Commitment:** 4-6 hours/month, with additional time commitment leading up to event

## Program Committee

The MI Program Committee, in conjunction with the MI Executive Committee and HSMP Alumni Society Executive Committee, is responsible for advancing development of Management Institute program sessions, speakers, interactive activities, etc. consistent with the event theme and objectives. The Program Committee Chair will be responsible for coordinating and leading Program Committee planning sessions (e.g. weekly calls) as appropriate. The Committee will work directly to identify and confirm speakers, panelists, moderators, etc. are consistent and knowledgeable with each session topic and event theme. The Program Chair, in conjunction with MI chair, co-chair and Alumni Society Coordinator, will lead coordination of speaker logistics and event schedule. The Program Committee will have oversight of soliciting diverse and widespread participation and representation of speakers, panelists, moderators, etc. including from the HSMP Alumni and faculty, healthcare leaders, and others as appropriate.

**Approximate Time Commitment:** 2-4 hours/month, with additional time commitment leading up to event

## Finance and Sponsorship Committee

The MI Finance and Sponsorship Committee, in conjunction with the MI Executive Committee and HSMP Alumni Society Executive Committee, is responsible for oversight of revenues (sponsorships and registration fees) and expenses for the Management Institute. This may include, and is not limited to identifying, soliciting and securing financial sponsorship, outreach, calls, communications, meetings, etc. with prospective sponsoring individuals and organizations. The Sponsorship Chair will work with the MI chair, co-chair, CPH Director of Development and HSMP Alumni Society Executive Committee to coordinate a registration fee schedule and sponsorship strategy consistent with fundraising and development objectives of the HSMP Alumni Society and Program and ensure proper stewardship of fees, gifts and financial support. The Sponsorship Committee will create an innovative strategy to highlight sponsors in advance of and during event, and build excitement for sponsorship opportunities.

**Approximate Time Commitment:** 2-4 hours/month, with additional time commitment at the kickoff of sponsorship campaign (Winter/Spring )

## Marketing Committee

The MI Marketing Committee, in conjunction with the MI Executive Committee and HSMP Alumni Society Executive Committee, will serve as liaisons to the Alumni Society Coordinator with responsibility for creating and executing communications and promotional strategy for the Management Institute. This may include, and is not limited to print and electronic communications, social media content, weekly features of event speakers/sessions (etc.) leading up to the event, and other activities as appropriate.

**Approximate Time Commitment:** 2-4 hours/month, with additional time commitment leading up to event