



## 2019-2020 Committee Deliverables

### Academics Committee

**Purpose:** To establish and maintain communication between CHIA and existing and potential Health Information Administration (HIA) and Health Information Technology (HIT) programs in California.

#### Member Composition/Terms, Roles and Responsibilities:

- The committee composition will include the program director (or designee) from each accredited HIA and HIT school in California and/or any program director (or designee) from a California program in AHIMA candidacy status, and any CHIA member who is a faculty member of an accredited HIM program (multiple faculty members from one school is permitted), an individual from an HIM Department who serves as an HIM industry representative (preferably someone who has been a PPE representative/site supervisor), and a member of the CHIA Board of Directors.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The Chair is responsible for create the agendas, meeting minutes, and assure deliverables are accomplished.
- The committee meets monthly via web conference, or as needed.
- The CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

#### Deliverables:

- Identify the value of transforming the Academics Committee into a professional practice group.
- Develop the program for the Student Academy for the CHIA annual convention coordinating the event with the Convention Committee.
- Consider feasibility of a Convention Track Session for educators and/or students. Topics may include HIIM curriculum models, entry level competencies, professional practice experiences, etc. *This program should be planned by Academics Committee and submitted to the Convention Committee for consideration in time for the Convention Committee's October meeting* adhering to CHIA presentation guidelines.
- Staff booth at the 2020 CHIA Convention & Exhibit for dissemination of information regarding California Health Information Educational programs.
  - Promote HIM practitioner involvement in HIM education (e.g. clinical site supervision, curricula review/development, program evaluation) through direct contact, CHIA Journal articles and recognition of site supervisors at the CHIA Convention. Plan activities at the CHIA Convention to foster Health Information Educational programs (HIA/HIT).
- Evaluate feasibility of a West Coast educational collaborative for consideration and prepare a recommendation to the CHIA Board of Directors.
- Invite Board members to visit/speak at California's academic programs.

- Collaborate with the Professional Education Committee on a student focused webinar for students throughout the State of California (example: NCHIA Student Night) and encourage students to attend.
- Encourage student membership and involvement in CHIA.
- Work with CHIA office staff to provide input into single page flyer to offer academic institutions. Brainstorm other ideas for encouraging students to join CHIA.
- Promote CHIA Research Awards, Scholarship, and AHIMA Certification Exam Reimbursement programs to CHIA student members.
- Provide articles for the July/August issue of the CHIA Journal educating members on HIT/HIA program updates in California. Provide articles to CHIA no later than May 1<sup>st</sup>.
- Facilitate publication of one or more articles on data quality, data analytics, patient centered care, privacy and security, or related topic in the *CHIA Journal*. (Examples: Student articles published in the Emerging Professional's Column, articles by faculty, etc.)
- Annually review the goals and tactics in the CHIA Strategic Plan and submit suggested revisions to the CHIA Board of Directors prior to the March Board of Directors meeting.



## 2019-2020 Committee Deliverables

### Awards and Scholarship Committee

**Purpose:** To honor and recognize the excellence, dedication and service of those professionals or groups whose steadfast efforts have enriched the HIM profession by selecting and acknowledging these individuals or groups for these awards. Maintain award categories that are meaningful and fitting for the profession, the industry and the membership.

#### **Member Composition/Terms, Roles and Responsibilities:**

- The committee shall be composed of the chair plus four members, one of which is a member of the CHIA Board of Directors.
- The committee shall meet twice via web conference.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

#### **Deliverables:**

- Select exceptional individuals to receive CHIA recognition awards by objectively reviewing all nominations and supporting documentation.
- Select exceptional students to receive CHIA scholarships by objectively reviewing all scholarship submissions.
- Select the recipient of the CHIA HIIM Program Grant by objectively reviewing all applications.
- Draft citations honoring all recipients for presentation at the CHIA Awards Ceremony and publication in the CHIA Journal.
- Review and make recommendations to CHIA Recognition awards categories when needed.



## 2019-2020 Committee Deliverables

### Bylaws Committee

**Purpose:** To review the CHIA Bylaws to determine if changes are needed to specifically address lessening restrictions/burdens for the Component Local Associations.

#### **Member Composition/Terms, Roles and Responsibilities:**

- The committee shall be composed of the Component Local Association Presidents (or designee) one of which will be designated Chair and the CHIA President.
- The committee shall meet via web conference.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The CHIA CEO/Executive Director or designee shall serve as a non-voting member.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

#### **Deliverables:**

- Make recommendations on the following:
  - Verbiage describing the ability for a CLA to form or dissolve
  - Verbiage describing Professional Practice Groups and/or Specialty Interest Groups
  - Evaluation of a year-round House of Delegates and defining supporting verbiage
  - CLA Rules and Regulations
    - Loosening restrictions relating to a CLA Board of Directors
    - Educational requirement (not a CLA requirement)



## 2019-2020 Committee Deliverables

### Candidates Committee

**Purpose:** To solicit and/or recommend candidates for nomination for AHIMA elected positions, AHIMA Triumph Awards, CHIA Recognition Awards; and to coordinate the completion of the respective nominations.

#### **Member Composition/Terms, Roles and Responsibilities:**

- The Committee is composed of a chair and at least three additional members (preferably members from each CLA), and a member of the CHIA Board of Directors who is the CHIA Board Liaison.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets via web conference as often as needed to complete committee deliverables.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

#### **Deliverables:**

- Recommend and coordinate submission of all documentation of at least one candidate for each one of the CHIA Recognition Awards considering the respective eligibility criteria for each award.
- Recommend a CHIA member for an AHIMA Triumph Award and AHIMA elected office.
- Recommend and implement strategies to increase the number of nominations from the previous year.
- Review and make recommendations to CHIA Recognition awards categories when needed.



## 2019-2020 Committee Deliverables

### Coding and Data Quality Committee

**Purpose:** Disseminate current coding, clinical documentation and improvement, auditing, and reimbursement information to CHIA membership and other health care practitioners which includes planning and developing CHIA's educational offerings. Take an active role in all matters related to classification, severity, adjustment, auditing, collection and use of health care data.

#### Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of a chair and a co-chair (coding roundtable coordinator) and at least one designated resource member, and at least five members. The designated resource member shall be a representative from OSHPD, chosen by OSHPD. The remaining appointed members shall be data quality, clinical documentation improvement, and reimbursement specialists. There will be at least one member appointed from each CLA and one of a member of the CHIA Board of Directors who serves as the Board Liaison.
- The President-elect, in conference with the chair/co-chair, may designate support resources who are specialized coding representatives, i.e., chemical dependency or rehabilitation, individuals with business office and/or admitting department background, according to the needs identified by the Committee.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets monthly via web conference.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

#### Deliverables:

- Publish articles, and any necessary coding tips, for the CHIA Journal and CHIA Website providing members with important changes, updates, and information on the topics including:
  - Coding guidelines, coding accuracy and clinical coding issues in all health care settings
  - Health care measurement and reimbursement
  - Data quality
  - State/national data sets, including proposals for additions and modifications
  - Regulatory changes that have an impact on reimbursement across the continuum of care
- Plan for at least two **seminars** on the following topics:
  - ICD-10/DRG Annual update (Fall)
  - Advanced ICD-10 Coding (CM/PCS/CDI – possible two-day seminar in one location only)
- Plan for at least six revenue generating **webinars** on educational topics related to coding and reimbursement including CPT Updates and E&M Coding

- Prepare content and presenters for a topic for the coding roundtable track at the CHIA Convention.
- Quarterly review CHIA Website CDQ Resource page for member relevance and make recommendations to CHIA office

### **Ongoing Charges**

- Review coding, clinical documentation and auditing questions submitted by members and, where appropriate, provide informed references in CHIA publications and organized Coding Roundtable settings.
- Develop networking/affiliations with allied health data organizations, for example, submit articles for publication in an affiliated organization's publication; and/or present an education session or represent CHIA at other organizations' conferences/meetings.
- Serve and become identified as a reliable resource for authoritative and vetted coding, CDI and auditing tips.
- Monitor progress and provide guidance, information and feedback to external organizations, committees, councils, etc., involved in the classification, collection and use of health care data
- Serve as a liaison to CLA coding roundtable activities.
- Promote AHIMA and Coding Community initiatives identified from the Coding Roundtable Coordinator (CDQ chair designated as AHIMA Liaison).
- Advocate for any necessary code set changes to the CMS ICD-10 Coordination and Maintenance Committee.
- Collaborate with Legislation and Advocacy Committee and CHIA Board regarding any proposed or potential new legislation serving as the CHIA body recommending any "official positions" with regard to proposed legislation for developing position statements and/or testimony.



## 2019-2020 Committee Deliverables

### Convention Committee

**Purpose:** Plan and develop all education programs and selected social events for the annual CHIA Convention & Exhibit while remaining within the confines of the CHIA budget. Select topics and speakers to develop an all-inclusive educational program that includes important national trends and reflects the interests of all HIM professionals across the healthcare continuum working in both traditional and non-traditional roles. Recommend policy and procedure changes for future CHIA conventions.

#### Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of 1 chair (current or former member of the convention committee) and at least six members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- Geographic distribution of members may be influenced by a convention location.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets yearly in a face-to-face meeting. The first meeting is a teleconference scheduled at least six weeks before the face-to-face meeting where the procurement of speaker applications is discussed. There will be additional meetings via conference call to accomplish the business of the committee.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison to support committee efforts, presentation applications, and presenter follow-up coordination and correspondence.

#### Deliverables:

- Develop the plan for the State Convention, including educational sessions, and social activities. Utilize the AHIMA core content areas as reference to ensure all areas are included.
- Include topics related but not limited to CHIA's Strategic Initiatives: Health Information Integrity, Revenue Integrity, Health Informatics, Technology related topics, Soft Skills (Leadership Development), Health Information Exchange, Patient Identity Management, Population Health, Telehealth, and other current topics in health care and Health Information
- Provide a Industry Innovation track.
- Plan for a "focus group" track with an emphasis on EHR Operational Best Practices.
- Work with Academics Committee to plan the agenda and speakers for the CHIA Student Academy.
- Host or co-host one event showcasing the role of personal health information management in promoting wellness and community health.
- Finalize the convention program by December 31 for submission to the CHIA BOD, including two back-up speakers.



- Develop convention theme ideas for next year's convention by December 31 for submission to the CHIA BOD.
- Invite program and speaker suggestions from CHIA Committees.
- Assign two committee members to serve as the Credentials staff at the House of Delegates.
- Write articles promoting the Convention for the CHIA Journal adhering to policy guidelines and journal deadlines.
- Serve as educational program presiders.
- Coordinate Silent Auction Donations (solicit CLAs, Solicit Non-HIM vendors (restaurants, movies, hotels)
- Coordinate and assist CHIA staff with planning and executing the CHIA Celebration Party (theme, decorations, set-up, games, etc)
- Evaluate name/branding of the Convention for 2021 event (AHIMA change to Conference)



## 2019-2020 Committee Deliverables

### Editorial Advisory Board

**Purpose:** Serve as the advisory and peer-review body responsible for the content of the *CHIA Journal*, inform CHIA membership of activities of the Association and educate its readers in matters pertaining to health information administration and technology.

#### **Member Composition/Terms, Roles and Responsibilities:**

- The Committee is composed of a chair and at least four members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The committee meets via web conference as often as needed to complete committee charges.
- Provide information viewed to be of importance to CHIA membership and the HIM profession to be communicated via the CHIA Bulletin.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

#### **Deliverables:**

- Publish broadly applicable informational resources advocating CHIA's vision, "improved health through trusted information".
- Provide a broad range of HIM articles addressing traditional and non-traditional health care settings and roles.
- Coordinate at least one article a year that increases awareness about electronic health record (EHR) integrity and the associated implications for health care quality and safety
- Coordinate the following columns:
  - "Corporate Corner" to be written by CHIA Corporate partners in conjunction with CHIA staff
  - "Spotlight on Volunteers," and designate potential authors for the articles. These articles should focus on a CHIA Volunteer, a CHIA Volunteer Committee, or another volunteer topic.
  - "Spotlight on Members" articles focusing on professionals working in non-traditional or traditional roles and how their training/credentials benefited their job.
  - "Emerging Professionals" column providing an avenue to students to submit peer reviewed articles for the *CHIA Journal*.
- Promote two or more authoritative CHIA legal columns on HIM topics.
- Identify and submit CHIA published articles on topics such as health information integrity, data quality, data analytics, patient centered care, and/or privacy and security encouraging author submission in a major health care publication.

**Ongoing Charges:**

- Peer Review feature articles submitted for publication for clarity and accuracy and recommend “for” or “against” publication in terms of the timeliness and appropriateness of the topic relative to the CHIA mission and membership.
- Coordinate timely manuscript review and submission of articles meeting CHIA Journal publication date deadlines.
- Plan articles for the bi-monthly (six issues) November/December through September/October editions of the *CHIA Journal*.
- Develop focused/themed issues and a matrix of articles for the publication year which includes targeted publication deadlines; July/August issue (Convention), May/June issue (Education), Coding and Data Quality Committee articles and other CHIA Committees submitting articles to the journal.
- Verify the accuracy of health information practice content as necessary, and conformance with CHIA Journal publication policies, i.e., use of product, manufacturers, or service name, necessary reprint permission obtained, etc.
- Contact and encourage members and non-members to submit articles on topics of timely interest for consideration for publication in CHIA Journal.
- Periodically review and update content of the CHIA Journal’s webpage including the “Publication Guidelines.”.

Articles are to be sent to [Journal@CaliforniaHIA.org](mailto:Journal@CaliforniaHIA.org)



## 2019-2020 Committee Deliverables

### Legislation and Advocacy Committee

**Purpose:** Monitor proposed legislation and regulations with potential impacts on health information management and/or the HIM profession. Make recommendations to the CHIA Board of Directors to watch, support, support with amendment, or oppose proposed legislation and regulatory changes. Inform CHIA members about relevant legislative and regulatory actions and involve the members in advocating for or against proposals as appropriate. Advocate for health information management issues identified by CHIA and/or the American Health Information Management Association as priorities.

#### **Committee Composition, Term, Roles and Responsibilities:**

- The Committee is composed of a chair or co-chair plus at least seven members appointed in even numbered years and one member of the CHIA Board of Directors who serves as the Board Liaison.
- The members of this committee serve a two-year term beginning January 1<sup>st</sup> in odd number years.
- The Committee meets monthly by webinar conference.
- The Chair is responsible creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The Committee uses AHIMA's StateTrack application to identify and monitor relevant legislation.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison supporting the work of the committee.

#### **Deliverables:**

- Identify proposed legislation and regulations to be followed by the Legislation Committee.
- Develop a formalized process to provide a support/oppose response to bills during the legislative cycle to the CHIA Board of Directors in preparation for the legislative cycle beginning January 1, 2020.
- Recommend to the CHIA Board of Directors legislation to watch, support, support with amendments or oppose.
- Propose advocacy strategies and draft position statements or testimony for review and approval by the CHIA Board of Directors in support of or in opposition to proposed legislative or regulatory proposals as deemed appropriate.
- Monitor Title 22, Division 5 of the California Administrative Code to identify changes that may impact CHIA or HIM professionals.
- Inform CHIA members about proposed and approved legislation and regulations that substantively impact health information management and/or the HIM profession including changes that impact coding in all settings of care

- Coordinate CHIA's state and national health information advocacy initiatives.
- Lead CHIA's advocacy efforts for legislation allowing research on a national patient safety identifier.
- Collaborate with external organizations\* on issues of mutual interest including but not limited to: 1) California Health and Human Services Agency 2) California Hospital Association, 3) California Medical Association and 4) California Office of Health Information and Integrity.
- Encourage committee members to attend the annual HIMSS California Hill Day in Sacramento.

\*External organizations such as but not limited to:

- California Health and Human Services Agency
- California Hospital Association
- California Medical Association
- California Office of Health Information Integrity
- California Office of Statewide Planning and Development
- Center for Medicare and Medicaid Services (CMS)



## 2019-2020 Committee Deliverables

### Nominating Committee

**Purpose:** To identify and present to Board a proposed leadership ballot for CHIA's Board of Directors. This is accomplished by reviewing, interviewing, and selecting qualified candidates. In odd numbered years, prepare and submit to the CHIA President, CHIA's nominee for the AHIMA Nominating Committee. Enhance CHIA's leadership development and member engagement initiatives by improving the process for identifying volunteers to fulfill leadership positions and fostering diversity and inclusion. Suggest improvements for the voter experience and increasing voting rate.

#### **Member Composition/Terms, Roles and Responsibilities:**

- The Committee is composed of ten (10) members, and a member of the CHIA Board of Directors (President-Elect) who serves as the Board Liaison.
- The Chair shall be the immediate past President of CHIA. One committee member shall be elected/selected by the each of the component local associations. Two members at large shall be appointed by the CHIA Board of Directors.
- The Chair is responsible for create the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- The first meeting shall be a conference call to occur in August at least 45 – 60 days prior to the Committee's face to face meeting. A second conference call prior to the face-to-face meeting may be required.
- The second meeting is a face to face meeting held no later than October 10<sup>th</sup>.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.
- The CHIA Volunteer and Communications Specialist serves as staff liaison providing support to facilitate committee efforts.

#### **Deliverables:**

- Identify qualified CHIA members who are willing to serve as a CHIA officer or AHIMA delegate and select a final ballot of candidates that contains at least two candidates for each seat to be filled. Evaluate if California residency is a consideration for ballot candidacy.
- Establish objective criteria for each position on the ballot to be utilized in evaluating candidates for ballot selection. Review and update criteria annually.
- Select reactor questions for each office on the ballot.
- In odd-numbered years, at least seven months in advance of the following even year's AHIMA Convention, the Nominating Committee shall prepare and submit to the President the name, including qualifications, of CHIA's nominee for the AHIMA Nominating Committee. The nomination shall be submitted to the CEO/Executive Director of the AHIMA as specified in the Bylaws of the AHIMA.
- Develop criteria for those circumstances where a slate ballot is appropriate.



## 2019-2020 Committee Deliverables

### Professional Education Committee

**Purpose:** Annually plan, develop, and coordinate CHIA-sponsored seminars, webinars and education programs.

#### Member Composition/Terms, Roles and Responsibilities:

- The Committee is composed of a chair and ten to twelve regular members, and a member of the CHIA Board of Directors who serves as the Board Liaison.
- The committee meets monthly by Web-conference.
- The Chair is responsible for creating the agendas, meeting minutes, and assuring that the deliverables are accomplished.
- Committee members serve as onsite seminar coordinators and/or webinar hosts.
- Provide information to be communicated via the CHIA Bulletin viewed of importance to CHIA membership and the HIM profession.
- The CHIA Finance and Operations Manager serves as staff liaison providing support to facilitate committee efforts. The CHIA CEO/Executive Director or designee shall serve as an ex officio member without vote.

#### Deliverables:

- Schedule and coordinate **seminars and webinars** through December of the following year and establish the CHIA educational program calendar (planning for 6 months in advance). This enables the incoming committee, that begins in July, to have adequate time to plan and market programs that are scheduled for the next six-month period.
- Plan for at least five **seminars** on the following topics:
  - Release of Information (Two Seminars; Fall and Spring)
  - HIPAA and/or Compliance Topic (could be combined) that includes information regarding HIPAA Phase II Audits/OCR Readiness, Creation of an HIM Compliance Program, Breaches, Security, Mitigation Strategies; Compliance strategies (OIG readiness), etc.
  - eHIM User Symposium (Electronic Health Record Operational Best Practices)
  - CDI Seminar (Consider team: Physician, Nurse, HIM)
  - Other Hot Topics
- Collaborate calendar with CDQ Committee on Two Seminars (CDQ Committee to select presenters, topics)
  - ICD-10/DRG Annual update (Fall)
  - Advanced ICD-10 Coding (CM/PCS/CDI – possible two-day seminar in one location only)
  - CPT Updates (November or December)
- Plan a minimum of eighteen revenue generating **webinars**.
- Offer at least one complimentary webinar with open invitation to all CHIA and AHIMA members. The topic for free webinar to be determined for relevance to hot topics and value to members' career goals.
- Topics for webinars generally consist of late breaking and "hot" topics. Care should be taken to select topics that are not in conflict or unduly duplicative of topics and program

dates that are coordinated by other CHIA educational program committees. Hot topics for 2019-20 may include:

- The management of EHRs -User Group Concept-(the legal health record, organization and structure, interfaces, copy and paste, version control, correcting and amending, release of information, output formats, etc.)
- "Soft skills" needed by HIM professionals to ensure involvement in crucial IT conversations, which includes content such as system builds, system enhancements, and system implementations.
- "Soft skills" needed by HIM professionals to participate/lead/engage/guide EHR and related IT implementations (project management, drafting RFPs, conducting meetings, etc.)
- Webinars relating to health information integrity (case studies, HIEs, EMPIs, Release of Information)
- Webinars on non-traditional health care settings (Skilled Nursing, Rehabilitation, group practices, etc.)
- Webinars focused on issues relevant to student members (alternative careers, resumes, job hunting, interviewing, job opportunities)
- A training webinar for HIM professionals on educating the public about health information topics (PHRs, patient portals, record formats, online health information resources, HIPAA, privacy & security, patient rights, advance directives, power of attorney, POLST forms, etc.)
- Responsible for program development, follow-up and completion may be delegated to Committee members, including contact with speakers, program outline and coordination of speaker's completion of the CHIA Educational Presentations Information & Application Forms. Deadlines for completion shall provide for Committee approval no less than 90 days (3 months) prior to the anticipated date of each seminar and 60 days (2 months) prior to the anticipated date of each webinar. Confirmation may not be given to a speaker until the completed speaker proposal form has been received by CHIA and approved.
- **Seminars:** Members shall be responsible for attending the seminar, assisting with onsite coordination (registration) and presiding at the session. If an adequate number of Seminar Committee members are not available to attend the seminar and assist with coordinating activities, other volunteer onsite coordinators will be assigned by the Executive Office staff. A minimum of two onsite coordinators will be assigned for attendees up to 100 in number. Three onsite coordinators if registration is 100-150, and four if the attendance is 151-200. At least one of the onsite coordinators at each seminar site will have prior experience with onsite coordinating responsibilities.
- **Webinars:** Members shall be responsible for attending the webinar and introducing the speaker. One member will be assigned to each webinar.
- Assist the CHIA staff in marketing strategies for the CHIA educational programs.
- Assess the success of the program through the participant evaluations.
- Use CHIA social media sites to promote webinar programs and to retrospectively publish highlights of programs.
- Publish summaries of sessions after the fact and recognize organizers.

The Program committee should review the CHIA calendar and the established education calendars of the CLA's (posted on each CLA web page) in order to avoid conflict with dates and topics