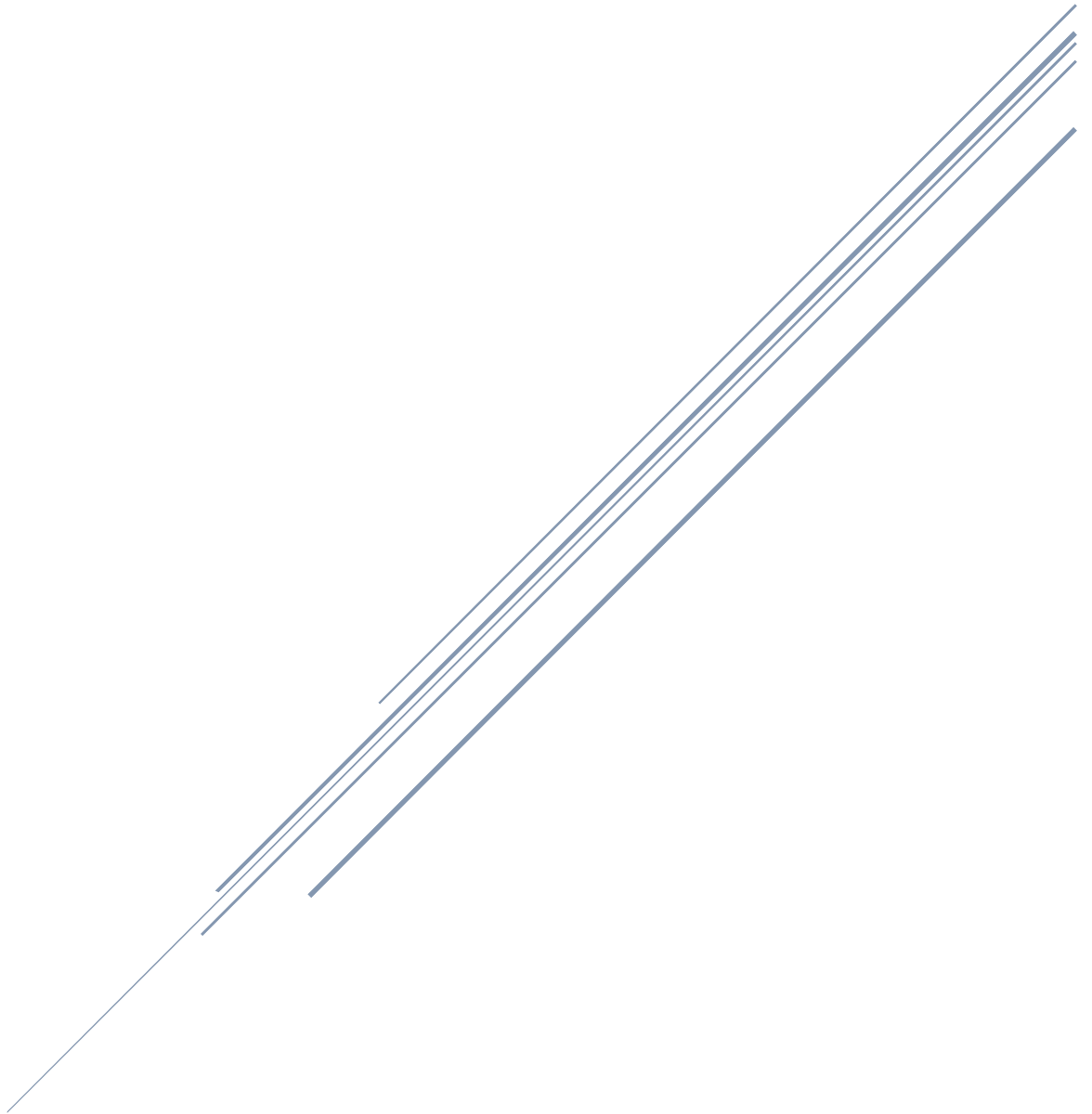




SSH


Society for Simulation in Healthcare

Position Description Policy



## Table of Contents

Board Liaison to Committees and Commissions Job Description .....	3
SSH Chair & Vice Chair Job Description .....	5
Staff Liaison Job Description.....	8

	CREATION DATE 03/2016	DATE REVISED
	POLICY AREA / CATEGORY Governance	DATE APPROVED / EFFECTIVE DATE 03/2016
<small>POLICY TITLE</small> Board Liaison to Committees and Commissions Job Description	<small>VERSION</small> 1	DATE REVIEWED

### **Background:**

The SSH Board of Directors must maintain strong and active interactions and communications with the commissions and committees with in the Society. Board liaisons are assigned to facilitate this commitment.

### **Objectives:**


1. To improve the communication between the Board and the committees/commissions.
2. To enable the early identification of developments or opportunities where Board involvement would advance success.

### **Liaison Assignments:**


1. The President Elect makes all liaison assignments for his or her term as President. Customarily, the President Elect:
  - a. elicits Board member requests for liaison preferences.
  - b. appoints Treasurer as liaison to Finance & Audit Committee.
  - c. appoints Immediate Past President as liaison to the Bylaws and Nominations Committees.

### **Liaison Responsibilities:**

1. Provide a channel for communication between Board and committee/commission.
  - a. Be familiar with committee/commission objectives/goals for year.
  - b. Facilitate communication of all requests and correspondence to and from the Board including motions, feedback, guidance, requests, etc.
  - c. Be prepared to present and discuss relevant Board agenda items related to your assigned committee or commission.
  - d. Communication from Board to the committee/commission should be prompt (generally within one week) via telephone or email.
2. Participate in committee/commission meetings:
  - a. It is expected the liaison will attend a majority of the committee/commission's meetings.
  - b. The Board liaison is not intended to be a part of the committee/commission's work.
  - c. Be alert to potential problems in the committee/commission (e.g., inactivity in execution of objectives or assignments) and alert the President and/or Executive Director needed.
  - d. When scheduled, attend the President-elect's orientation with committee/commission chairs at the Annual Meeting.

	CREATION DATE 03/2016	DATE REVISED
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<small>POLICY TITLE</small> <b>Board Liaison to Committees and Commissions</b> <b>Job Description</b>	<small>VERSION</small> 1	<small>DATE REVIEWED</small>

- e. The Board liaison is not part of the committee/commission governance. Ultimate authority for the committee/commission is the Chair.
3. At the end of term as liaison, facilitate the transition to new liaison by sharing applicable information, and documents.

	CREATION DATE 11/2012	DATE REVISED 3/2016
	POLICY AREA / CATEGORY Governance	DATE APPROVED / EFFECTIVE DATE 11/2012
POLICY TITLE  SSH Chair & Vice Chair Job Description	VERSION 1	DATE REVIEWED 3/2016

## Background

SSH Committees, Commissions, Councils and Task Groups are created to ensure that the society serves the needs of its members by establishing policies and direction for programs, products, and services to advance the SSH Vision, Mission and Strategic Plan. As outlined in the Bylaws, these groups are required to report, at least annually, on their progress in advancing the SSH Mission, Vision, specific charge, and Strategic Plan as directed by the SSH Board of Directors and leadership.

Individuals volunteer their service to these groups, and are selected or elected through a specific process as outlined in the SSH Bylaws. Each official group within SSH has an assigned staff liaison who serves as the point of contact and may have responsibility for delivering the programs, products and services. Many groups also have a Board Liaison, who serves as appoint of contact to the Board.

In addition, the Society has several Interest Groups – Affinity Groups, Special Interest Groups and Sections – focused on specific topics or interests. Any SSH member is eligible to join any Interest Group. A staff member is assigned to serve as a liaison for the Interest Groups.


## Chair Description:

The key roles of the Chair are facilitation, communication and group leadership – ensuring that the members and volunteers are actively engaged in the achievement of SSH's working goals.

This individual, in collaboration with the Vice Chair, if there is one, and Staff Liaison, actively participates in the work of the group, provides thoughtful input to the deliberations, and focuses on the best interests of SSH and its membership rather than the interests of an individual or limited group, and works toward the accomplishment of the goals as described in the group's charge.

## Chair Objectives and Responsibilities:


1. Attends all meetings (in person and virtual) of the mission critical group which may include IMSH. In the case of an unavoidable conflict, the Chair will have the Vice Chair fill in as chair for that meeting. The Chair must preside over the group meetings in a professional and orderly manner.

	CREATION DATE 11/2012	DATE REVISED 3/2016
	POLICY AREA / CATEGORY Governance	DATE APPROVED /EFFECTIVE DATE 11/2012
POLICY TITLE  SSH Chair & Vice Chair Job Description	VERSION 1	DATE REVIEWED 3/2016

2. Engages in and is supportive of SSH's overall leadership and planning process, including participation in the Board of Directors meetings as requested.
3. Uses the group's charge, as assigned by the bylaws or President, to guide direction of group's tasks.
4. Works collaboratively with SSH staff to schedule meetings and conference calls, develop meeting agendas, track action items, and take meeting minutes.
5. Reviews all relevant material prior to the meetings. Prepares to make contributions, facilitate discussions, and voice objective opinions concerning the group's issues and activities.
6. Encourages group members to be participatory and focuses on group member strengths when making assignments.
7. In collaboration with the Staff Liaison, promotes clarity within the group on their role and how it supports and fits within SSH.
8. Communicates regularly with group members to ensure tasks are on track and that obligations are fulfilled
9. Addresses concerns about group member performance (e.g. poor attendance, missed deadlines, etc.).
10. Supports SSH's policy of diversity and inclusion by assisting in the identification and growth of future SSH leaders, including identifying and encouraging a diverse group of applicants to the group and its projects.
11. In collaboration with Staff Liaison, prepares reports and recommendations to the SSH Board of Directors on the group's activities and initiatives.
12. Promotes SSH and its mission critical groups by actively assisting in SSH's membership recruitment and retention campaigns.
13. Represents the group in other meetings as requested by the SSH leadership.
14. Accepts and completes special assignments as requested.

#### **Vice Chair Description:**


The key role of the Vice Chair is to assist the Chair and the Staff Liaison in facilitation, coordination and communication – ensuring that the group members are actively engaged in the achievement of SSH's goals. This individual, in collaboration with the Chair, actively participates in the work of the group, provides thoughtful input to the deliberations, and focuses on the best interests of SSH and the membership rather than personal or constituent interests, and works toward the accomplishment of the goals as described in the strategic plan.

	CREATION DATE 11/2012	DATE REVISED 3/2016
	POLICY AREA / CATEGORY Governance	DATE APPROVED / EFFECTIVE DATE 11/2012
POLICY TITLE  SSH Chair & Vice Chair Job Description	VERSION 1	DATE REVIEWED 3/2016

The Vice Chair fulfills the responsibilities of the Chair at meetings, on projects, etc., when the Chair is unavailable.

### **Objectives and Responsibilities:**

1. Attends all meetings (in person and virtual), which may include IMSH. The Vice Chair will fulfill the role of the Chair in the event the Chair is unavailable.
2. Engages in and is supportive of SSH's overall leadership and planning process.
3. Reviews all relevant material prior to the meetings. Prepares to make contributions, facilitate discussions, and voice objective opinions concerning the group's issues and activities.
4. Supports the Chair in communicating regularly with members to ensure that the group's obligations are fulfilled.
5. Promotes group member involvement by maintaining an understanding of activities, discussions and programs.
6. Promotes clarity within the group on the group's role and how it supports and fits within SSH.
7. Assists in formulating content resources that will further the goals and objectives of the group and SSH.
8. Represents the working group in other meetings as requested.
9. Accepts and completes special assignments as requested.

	CREATION DATE 11/2012	DATE REVISED 3/2016
	POLICY AREA / CATEGORY Governance	DATE APPROVED /EFFECTIVE DATE 11/2012
POLICY TITLE Staff Liaison Job Description	VERSION 1	DATE REVIEWED 3/2016

## Background

SSH Committees, Commissions, Councils and Task Groups are created to ensure that the society serves the needs of its members by establishing policies and direction for programs, products, and services to advance the SSH Vision, Mission and Strategic Plan. As outlined in the Bylaws, these groups are required to report, at least annually, on their progress in advancing the SSH Mission, Vision, specific charge, and Strategic Plan as directed by the SSH Board of Directors and leadership.

Individuals volunteer their service to these groups, and are selected or elected through a specific process as outlined in the SSH Bylaws. Each official group within SSH has an assigned staff liaison who serves as the point of contact and may have responsibility for delivering the programs, products and services. Many groups also have a Board Liaison, who serves as appoint of contact to the Board.

In addition, the Society has several Interest Groups – Affinity Groups, Special Interest Groups and Sections – focused on specific topics or interests. Any SSH member is eligible to join any Interest Group. A staff member is assigned to serve as a liaison for the Interest Groups.


## Staff Liaison Description:

The core responsibility of the Staff Liaison is to serve as a counsel to the Chair and Vice Chair to ensure overall strategic leadership for the group, consistent with the goals and objectives of SSH, are in compliance with SSH's policies. The Staff Liaison serves as the group's liaison to the Executive Director. The Executive Director assigns the Staff Liaison, and the Staff Liaison works for and reports to the Executive Director.

The Staff Liaison provides day-to-day management of his/her assigned groups and is responsible for implementing the procedures that deliver the programs, products and services to the society and its members. The Staff Liaison coordinates with the members of the assigned group and other SSH programs and mission critical groups regarding joint opportunities.

## Objectives and Responsibilities:

1. Works closely with Chair and Vice Chair to ensure overall strategic leadership for the group is consistent with the goals and objectives of SSH including developing meeting agendas.

	CREATION DATE 11/2012	DATE REVISED 3/2016
	POLICY AREA / CATEGORY Governance	DATE APPROVED /EFFECTIVE DATE 11/2012
POLICY TITLE Staff Liaison Job Description	VERSION 1	DATE REVIEWED 3/2016

2. Relays relevant information from the Executive Director and as directed, from leadership meetings, to the Chair.
3. Attends all meetings of the assigned mission critical groups to ensure a productive connection to SSH's leadership and to help the group understand how its work fits into the strategic goals of SSH, the work of the SSH staff and other mission critical groups.
4. Assists the Chair in keeping the group moving forward to meet established goals with timely follow-up from meetings and clear next steps through effective communication including:
  - Scheduling
  - Meeting agendas and minutes
  - Attendance tracking
  - Action items
  - Electronic communication
5. Maintains contact with the Chair, Vice Chair, and Subcommittee Chairs.
6. Drafts business related documents for consideration by the Chair or the assigned group including but not limited to:
  - Business plans
  - Budgets
  - Reports and recommendations from the Mission Critical Group to the Board or others.