



National Hispanic Medical Association Chapter Charter

Welcome to the National Hispanic Medical Association Chapters!
We are committed to making a true impact within Hispanic and Latino communities, working with the most passionate and dedicated health professionals in our NHMA Chapters across the U.S.

What is an NHMA CHAPTER?

The **vision** of the NHMA is to be the national leader to improve the health of Hispanic populations.

The **mission** of NHMA is to empower Hispanic physicians to lead efforts to improve the health of Hispanics and other underserved populations in collaboration with Hispanic state medical societies, residents, and medical students, and other public and private sector partners.

The **goal** that NHMA has for its chapters is to increase membership to increase the effectiveness of chapter activities. NHMA is a national organization with higher levels of outreach and impact. NHMA Chapters are meant to link national activities to local levels while bringing opportunities for community engagement and career growth within the membership.

Chapter Eligibility

To create and uphold a Chapter, the following minimum requirements are necessary:

- Six NHMA active members (dues paid) are interested in forming a chapter in the area.
- Highly recommended that the leadership committee include **core participants** based on the size of the chapter as follows:
 - The Chapter Chair and Chair Elect
 - 1 or more NHMA Council of Residents (COR) members
 - 1 or more NHMA Council of Young Physicians (CYP) members
 - 1 or more Latino Medical Student Association (LMSA) members
 - 1 or more other health professional
 - Nurse/Nurse practitioner
 - Physician Associate/Assistant
 - Dentist
 - Pharmacist

- The Chapter Leadership Committee is expected to work with NHMA staff:
 - Determine yearly Chapter growth targets.
 - Establish the goals and objectives of the chapter in alignment with the NHMA goals and objectives.
 - Develop strategies and marketing approaches to increase membership.
 - Identify potential sponsors or other local resources that can support NHMA activities at the Chapter, regional or national level.
 - Encourage participation and attendance at the NHMA Annual Conference and other events by Chapter members.
 - Determine a budget and justification for the year by October 1 of the previous year.
 - Host one Formal event **(Required)**:
 - Workshops/Lectures, Career Development, Policy Forums
 - Host one informal event (Optional)|--social gatherings to encourage member engagement and networking
 - Host quarterly meetings with members in order to stay on target with membership, activities/initiatives, and share information on local, regional and national opportunities to encourage professional growth of its membership base and their imprint on the healthcare of the local Hispanic population they serve. **(Required)**
 - Participate and present reports at the NHMA Chapter Leaders' **quarterly meetings** held with all Chapter Chairs and/or Chairs-Elect
 - Submit report to the NHMA Chapter Liaison one week prior to the quarterly meetings. *NHMA staff will send out reminders.*
 - Report to include:
 - Specific needs of Hispanics in your area
 - Local events affecting Hispanic and Latino communities in your region
 - Membership recruitment activities happening in your Chapter
 - Level of participation within your Chapter
 - Highlights of Chapter activities
 - Have a Chapter representative(s) at regional conferences that are held by the Latino Medical Student Association (LMSA)
 - Hold elections every January for new Chair-Elect and submit name/cv by March 1.
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How to Become a Chapter

The process to establish a Chapter in your area is as follows:

Step One: Email NHMA Senior Manager of Conferences, Event & Chapter Development, LaShawn Maloy (lmaloy@nhmamd.org) with your interest.

Step Two: NHMA Membership and Chapter Development Director will meet with National Chapter Chairs and the NHMA President and CEO to review and approve new chapter.

Step Three: After approval, the Chapter Chair and the NHMA President and CEO must sign the NHMA Chapter Agreement.

Step Four: The new Chapter will be invited to join the National Chapter Leaders' meeting and receive onboarding information from the board appointed Chapter Chair Leader and NHMA staff.

Chair | Chair-Elect Expectations

As a Chapter Chair or Chair-Elect, there are exciting opportunities that you will encounter. As a representative of NHMA, you are expected to further our mission to support Hispanic and Latino professionals and patients and meet the following requirements and responsibilities each year of your term:

- Represent your Chapter and NHMA with honor, professionalism, and kindness.
- Membership dues are expected to be up to date and active for the Chair and Chair-Elect
- Attend 3 of 4 quarterly National NHMA Chapter Leaders' meetings held each year
- Report on Chapter activities and membership numbers at quarterly meeting
- Inform NHMA Chapter Liaison and complete all of the required event planning documentation prior to hosting any chapter event.
- All funding requests for chapter related events must support NHMA's core values, mission and purpose. NHMA does not accept funds from alcohol, tobacco nor sugar sweetened beverage companies. The usage of NHMA funds and resources to support NHMA non-affiliated initiatives is prohibited
- Chapters and NHMA national will provide updated registration and membership lists after each event.
- Include NHMA Director of Membership and Chapter Development in correspondence that could bring opportunities that would allow for NHMA to provide support or promote. This can include any opportunities that align with our mission, values, and current programs.
- Actively support all NHMA programs and events by sharing resources, events, and information with chapter members to educate them on opportunities available to them through NHMA programs.
- Collaborate and work closely with members from Latino Medical Student Association (LMSA), Council of Residents (COR), and Council of Young Physicians (CYP), getting

them involved in local activities and meetings and leadership opportunities in the chapters.

- All funds acquired by a Chapter should be sent directly to NHMA for distribution.
- Host elections in your Chapter every January and report the results to NHMA by March 1

The NHMA staff is dedicated to assisting Hispanic and Latino health professionals in being successful leaders and community resources through Chapter initiatives and support. If these requirements and responsibilities are not met, NHMA reserves the right at any time to potentially make changes in the leadership of the Chapter Chair or Chair-elect.

What to Expect from NHMA Staff

The National Hispanic Medical Association is excited to support the local efforts of our Chapter- furthering the impact of our national campaigns. It should be known that NHMA staff is ready and available to assist Chapter leadership to reach their full potential.

The Director of Membership and Chapter Development and communications team support involve:

- Helping reach out to, invite, or suggest speakers for meetings or webinars
- Assist with logistical planning of events
- Provide financial support for meetings and events
- Bridge connections with organizations to promote efforts
- Get you plugged in with the most current NHMA programs
- Obtain CME accreditation for your meetings – agenda must be done month in advance
- Assist in the tracking of registration and metrics of meetings
- Create promotional materials for events- when given 6 weeks' notice
- Produce summary reports to Chapter Leaders
- Inform Chapters of Institutional and Individual Members for chapters to extend an invitation
- Recognize exceptional Chapters at the NHMA Chapter Policy Forums

President & CEO

Spearheads NHMA national efforts including how Chapters are to play a role and are expected to participate. With CFO, reviews proposals from Chapters for allocation of funding for program activities **based on the NHMA annual budget.**

National Chapters Chair and Chair-Elect

Coordinates discussions with Chapters regarding NHMA strategic priorities and its alignment with Chapter objectives for topics and speakers.

Works with Chapter leaders and communications team to identify individuals and activities that should be highlighted in the NHMA website, newsletter, and social media.

Can potentially work with NHMA CEO and CFO on fundraising and identifying funds for the formal events of the chapters.

Collaborates with NHMA staff on agenda for quarterly meetings with the Chapter Chairs/co-Chairs

NHMA Director of Membership and Chapter Development

Serves as staff liaison for Chapter Leaders' meetings. Works directly with Chapter leaders to manage, cultivate and engage new and existing members. The director works with the chair and chair-elect to develop the overall chapter and help strengthen the value proposition of chapter membership.

NHMA Senior Manager of Meetings, Events and Chapters

Serves as co-staff liaison for NHMA chapters and chapter leaders. Works directly with the Chapter leaders and NHMA staff to support, plan and execute annual chapter meetings and events.

NHMA Communications Team

Develops all marketing and promotional materials for all meetings and events and ensuring the activities appear on the NHMA website and all NHMA member communications.

Becoming a Chair |Chair Elect

As the National Hispanic Medical Association has grown in membership and Chapter involvement, NHMA has identified the need to create a more structured and formal process for the Chapters and their leadership roles - Chair and Chair Elects as follows:

Interested parties will volunteer for the Chair-Elect position annually in January and their term will begin at the Annual NHMA conference in the spring of that same year. All chapters will appraise interested leaders and elect the most appropriate candidate for the Chapter. Each Chapter will have a Chapter Chair and a Chapter Chair-Elect. The Chair and Chair-Elect postings will overlap by one year. Chapter leaders will be Chair-Elect during their first term and become the Chair the second year of their term. If the Chairperson wishes to continue as a Chapter leader after their two-year term, they must volunteer and be elected for the Chair-Elect position once again. This process will allow for the opportunity for all Chapter members to gain experience in leadership, community outreach, and project implementation.

The election process requires that a Chapter NHMA member volunteers for the Chapter leadership position and their NHMA members will vote if there is more than one Chapter member running for the Chair-Elect position. Elections will be held every October and the terms will start in January.

If a leader steps down or is removed from their position with more than six months to go before the next election, a nomination will be made by the Chapter leaders and members to determine the new Chair-Elect as soon as possible.

Benefits to Being an NHMA Chapter Leader

Committing to an NHMA Chapter leadership position will be both challenging and rewarding. While learning about the requirements that you are expected to meet, it is important to understand the inherent unique benefits that being an NHMA Chapter Chair and Chair-Elect will offer.

This role will open doors to be a leader of committees, champion for NHMA campaigns, liaison in your specialized field, and mentor of young professionals/ students. You will feel more connected to passionate and dedicated members in your area, working and leading them towards a common goal to improve health equity for Hispanic and Latino communities while furthering your professional career.

This position also gives you the opportunity to be in close communication with NHMA campaigns. Campaigns often give health professionals the opportunity to make prestigious contacts and gain experiences that would not be available otherwise.

As a Chapter leader, you will be eligible for funding and event planning assistance from NHMA. Grants are awarded to support Chapters events that benefit their community, increase membership, and highlight NHMA programs. Many of NHMA's funders are well-known large organizations that bring an additional benefit to NHMA Chapter leaders. Working with prominent organizations can increase visibility and bring value to resume building/career advancement.

Each spring, at the NHMA Annual Conference, the NHMA Board of Directors will honor the most successful Chapters of the previous year. There will be two awards given to outstanding Chapters: ***The Outstanding Chapter of the Year Award – for membership*** (for the chapter that was able to grow the most in membership in the last year) and **for community impact** (for the chapter that had the biggest impact on their communities). To be eligible for an NHMA Outstanding Chapter of the Year Award Chapter leaders must send a report to NHMA Staff on their activities and why they believe they are deserving of the award. The nominations will be collected by the end of the Year and reviewed and selected by the NHMA Board Executive Committee and announced in January.

What If I Don't Meet the Requirements?

This expectation will be put in place at the start of each year and placed on Chapters established prior to this. If there is a situation where an already established chapter fails to meet membership requirements, there will be a six-month probationary period in which Chapters will have the opportunity to acquire the required number of members.

If an established Chapter does not meet communication and participation requirements, NHMA staff will make Chapter leaders of that Chapter and the National Chapter Chairs aware with a warning at end of year. NHMA staff are flexible and willing to work with Chapters under extenuating circumstances as long as this is communicated with staff. Communication is essential to the success of NHMA and its Chapters.

Either party can terminate this agreement with 30-day notice.

Contact

NHMA Chief Operating Officer & VP of Special Projects and Program

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