



## National Hispanic Medical Association Chapter Charter

The Guide was reviewed by the NHMA Board of Directors on October 18, 2021: approved with final adjustments by National Chapter Leaders so that it can be distributed to the Chapter Leaders and followed for 2022.

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 NHMA Chapters across the US.

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### 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 in order 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.

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### 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 is that the leadership committee be comprised of **core participants** based on the size of the chapter as follows:
  - The Chapter Chair and Chair Elect
  - 1-2 NHMA Council of Residents (COR) members

- 1-2 NHMA Council of Young Physicians (CYP) members
- 1-2 Latino Medical Student Association (LMSA) members
- 1 other health professional
  - Nurse
  - Public Health worker
  - Physician Associate
  - Dentist
- The Chapter Leadership Committee is expected to work with NHMA staff to:
  - 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.
- Host one Formal event (Required):
  - Policy Forums
  - Lectures
- Host one informal event (Optional)| local gatherings under the NHMA banner
  - Social events| Happy Hours
  - Dinners
  - Picnics
  - Small meetings
- Identify
  - Venue
  - Moderator(s): (Chapter Chair or Chair-Elect)
  - Speaker(s) for formal events
    - Identified by Chapter leaders within Chapter target area or State
- Participate and present reports at the NHMA Chapter Leaders' **quarterly meetings** held with all Chapter Chair and/or Chair -Elects
- 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 October for new Chair-Elect

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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 Chapter Liaison [abrenge@nhmamd.org](mailto:abrenge@nhmamd.org) and Programs Director [Yalfonso@nhmamd.org](mailto:Yalfonso@nhmamd.org) with your interest.

**Step Two:** NHMA Chapter Liaison will meet with National Chapter Chairs to review and approve new chapter

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

**Step Four:** The new Chapter will be invited to join the next National Chapter Leaders' meeting and receive onboarding information (i.e., Membership lists for the area).

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## 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 meetings
- Hold and host at least one formalized meeting with your Chapter each year. This can be informative teaching with panel discussion or a community outreach event.
- Inform NHMA Chapter Liaison of any and all events that are hosted.
- Include NHMA Chapter Liaison 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 & NHHF programs and events by sharing resources, events, and information with chapter members to educate them on opportunities available to them through NHMA/NHHF programs; and be a Vaccinate 4 All Champion.
- 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.
- Host elections in your Chapter every October

The NHMA staff is dedicated to assisting Hispanics, Latinos, and other health professionals in being successful leaders and community resources through Chapter activities. If these requirements and responsibilities are not met, NHMA reserves the right to discuss and potentially make changes in the leadership of the Chapter Chairs or Chair Elects.

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### **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.

Staff liaison 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
- Send “thank you” emails
- Produce summary reports to Chapter Leaders
- Inform Chapters of Institutional and Individual Members for an invitation
- Recognize exceptional Chapters at the NHMA Chapter Policy Forums

#### ***President & CEO***

Represents NHMA and meets with potential partners to support NHMA and its Chapters and submits proposals and budgets for programs.

Spearheads NHMA national efforts including how Chapters are to play a role and are expected to participate.

#### ***Program Director***

With CFO, requests proposals from Chapters for review for allocation of funding for activities. Direct supervisor of NHMA Chapter Liaison and sends staff to support meetings.

#### ***National Chapters Chair and Chair-Elect***

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

Provides support for Chapter Policy Forums including Agenda, Speakers, CME, invitations, RSVP list, social media, and logistics (venue, contract, refreshments, payments).  
Works with Chapter leaders and communications team to identify individuals and activities that should be highlighted in the NHMA website, newsletter, and social media.  
Takes notes at quarterly meetings and disseminates them to all Chapter Leaders.  
Works with CEO and CFO to do fundraising and identify funds for the formal events of the chapters.

### ***NHMA Chapter Liaison***

Works with Program Director and National Chapters Chairpersons 6 weeks in advance to plan NHMA Policy Forums.  
Provides direct support for Chapter Leaders' Meetings.  
Works directly with Chapter leaders and communications team to identify individuals and activities that should be highlighted in the NHMA website and newsletter.

### ***Program Staff***

Assists Chapter Chair with registration and logistical assistance and travels to in-person meetings.

### ***Communications Team***

Develops Save the Date for all meetings and uploads them to the website and newsletter.  
Develops promotional materials and flyers for events. Highlights activities on social media, website, and newsletters.

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## **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:

The implementation of two-year term limits will start in 2022. Interested parties will volunteer for the Chair-Elect position in October 2022 and the year before their term would start thereafter. 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 6 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.

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### **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 unique benefits that NHMA Chapter Chair and Chair-Elect positions experience.

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 brings an additional benefit to NHMA Chapter leaders. Working with prominent organizations can increase visibility and bring value to resume building/career advancement.

At the Annual Hispanic Health Conference, held every spring, 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.

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### **What If I Don't Meet the Requirements?**

This expectation will be put in place at the start of 2022 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 6-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. NHMA staff is 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 a 30-day notice.

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### **Contact**

#### ***National Chapters Chair***

Diana Torres-Burgos MD, MPH  
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#### ***National Chapters Chair***

Ricardo Correa, MD  
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#### ***Chapter and Membership Liaison of NHMA***

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#### ***Programs Director of NHMA | Direct Supervisor of Chapter Liaison***

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