

NHMA Council of (Specialty) Document

Background

The National Hispanic Medical Association (NHMA) has decided to continue to build its Council of (Specialty) to add to the NHMA Council of Medical Societies, NHMA Council of Young Physicians and the NHMA Council of Residents and Fellows which have supported Members of the association with a network of Hispanic physicians who are unique and share many commonalities along their career journeys. The Councils to be started for 2022 will include Dermatology, Emergency Medicine, Internal Medicine, Pediatrics, Public Health, Private Practice and more.

The National Hispanic Medical Association is a nonprofit representing Hispanic physicians in the U.S. and located at 1920 L St., NW, Suite 725 Washington, DC 20036 with 202-628-5895 and nhma@nhmamd.org. The NHMA mission is to improve the health of Hispanics and other underserved.

The Council of _____ is being established by
Chair: _____ (Name) to develop activities to advance the careers of others in
this specialty. The Chair lives at _____ (Address) with
Contact information of _____ (Phone) and _____
(Email).

All NHMA Councils should further the mission of NHMA. They provide exciting opportunities for career advancement and mentoring others to join a specialty, as well as require responsibilities. We are committed to making a true impact within Hispanic and Latino communities, working with the most passionate and dedicated professionals across a variety of specialties that we hope to grow in the coming years.

Leadership

A Council of (Specialty) will have a Chair and Chair-elect, who will lead the planning and meetings of the Council for two years, approved by the Board of Directors. We strongly urge the two Chairs to create a Leadership Committee that should be comprised of at least the 2 Chairpersons, 2 faculties and 2 residents in the discipline, all of whom are NHMA members in good standing. The Chairpersons will maintain regular contact with the NHMA membership coordinator.

Appointment Process for Council Leaders

1. The implementation of two-year term limits will start in 2022.
2. The Chair will appoint his/her successor in October before their terms end and send the name, title, organization, address, phone, email to the NHMA membership coordinator by the end of the month who will maintain all council leadership lists.
3. We recommend having overlapping Chair and Chair-Elect persons by having a two-year term for the first Chair, and then moving to one year terms for both Chair and Chair-Elect.

If a leader steps down or is withdrawn from their position with more than 6 months to go before the next election, the Chair-Elect becomes Chair and appoints a new Chair-Elect within the month.

Members

A Council of (Specialty) is exclusive to active Members of NHMA in good standing and can sign-up at the nhmamd.org. Staff will recruit Specialty members through NHMA social media, newsletter and website. The minimum number of members for a council is 6. Members will be asked to recruit others.

Benefits

Becoming a part of the NHMA familia will open doors to feel **more connected** to passionate and dedicated members in your specialty, working and leading them towards a common goal to improve health equity for Hispanic and Latino communities while furthering your professional career.

Council participation also gives you the opportunity to be in close communication with NHMA opportunities for participation in campaigns, and networking with academic, government and community leaders.

As a Council of (Specialty), you will be eligible for a business meeting on Friday afternoon of the **NHMA Annual Conference**. NHMA also provides a **discount** to NHMA Members for Conference Registration and opportunities to be speakers or poster presenters. Many of NHMA's partners attending the annual conference are from well-known large organizations who can expand your career advancement.

Other benefits:

1. Access to NHMA Zoom account to host meetings
2. Exposure on NHMA's social media
3. Highlights of achievements in NHMA monthly newsletter and website Council page
4. Members have access to NHMA Member Directory and nominations for advisory boards and other nominations:
 - *In May 2021, Dr. Bert Johnanson was appointed as a speaker for the Black Coalition against COVID-19*
 - *In June 2021, Dr. Sergio Rimola was appointed and given the opportunity to speak at the Envision's National Youth Leadership Forum on Medicine, in Washington DC*
 - *In July 2021, Dr. Ian Shapiro was nominated and made it to the Hall of Fame LatinX | Hispanic Exceptional Leaders Top 100 Honorees*
 - *In Oct 2021, Dr. Ricardo Correa was appointed as NHMA representative for the Keynote Presentation for Global Genes Health Equity Summit*

NHMA Council of (Specialty) Chair Responsibilities

- Have a Chair and Chair-elect who are dues-paying NHMA members
- Have at least six NHMA members in good standing who are trained in the specialty
- Create a leadership committee when possible (Suggested: 2 chairpersons, 2 other physicians, 2 residents)
- Plan the following Meetings with information provided to membership coordinator 6-weeks ahead:
 - A. Webinar on how to access the residency or fellowship program in its specialty
Identify date, moderator and speakers in the Fall
 - B. Council meeting at the NHMA Annual Conference in the Spring
Identify moderator, speaker (optional)
Record minutes of the meeting, registration list, key discussion items and send to membership coordinator within a week of the meeting
- Reporting
 - A. Present an annual report to the Membership Committee of the Board of Directors, prior to the NHMA Annual Conference including:
 - Specific needs of Hispanics in your specialty
 - Barriers affecting Hispanic communities cared for by your specialty
 - Membership recruitment activities for residents, fellows, faculty
 - Level of participation within your
 - Highlights of other Council activities in the past year

- Determine yearly Council growth targets.
 - Develop strategy and marketing approach to increase local/national membership growth
 - Identify potential partners to sponsor and/or participate in events
 - NHMA Annual Conference -encourage speakers, posters and attendance at the Conference by members
 - Hold elections every January for new Chair Elect who will be the point of contact for NHMA membership coordinator
 - Maintain quarterly contact with the NHMA Membership Coordinator.
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NHMA Membership Coordinator Responsibilities

1. Maintain regular contact and file the documents (MOU, minutes, flyers, agendas, leaders, members and participant lists, and report to the CEO
 2. Coordinate the promotion for the Council webinar and meeting for its members and others interested in the discipline
 3. Maintain a roster of the members from the Council to be added to AMS and list serve system of NHMA
 4. Provide zoom account for meetings
 5. Update the Council Webpage on the Nhmamd.org website with photos, list of leaders
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What If I Don't Meet the Requirements?

If an established Council does not meet communication and participation requirements, NHMA staff will make Council leaders aware with a warning and delete the Council from NHMA lists, website within 2 months of no communication. NHMA is flexible and willing to work with Council groups under extenuating circumstances as long as this is communicated to staff. Communication is essential to the success of NHMA and its understanding this importance will ensure the effectiveness and quality of the organization efforts.