

Annual Report 2020-21
National/Chapter Relations Committee

Chair: Michael J. Baker, MD, FACEP
Board Liaison: Ryan A. Stanton, MD, FACEP
Staff Liaison: Maude Hancock

1. Solicit nominations for the Diane K. Bollman Chapter Advocate Award and recommend recipient(s) to the Board of Directors.

Outcome: *The committee accepted 3 nominations from the Board members of the nominee's respective ACEP Chapter. All 3 nominees were felt to be appropriate candidates and these nominees were voted upon. The ACEP Board accepted the committee's recommendation and named Stephanie Butler as the 2021 recipient of the Diane K. Bollman Chapter Advocate award. The other two nominees will be eligible for the award next year. The committee will encourage their chapter to nominate them again.*

2. Analyze the results of the 2020 annual chapter survey. Develop and promote chapter resources and best practices in cultivating current and future leaders.

Outcome: *A subcommittee reviewed and analyzed the 2020 survey results and brainstormed various ideas for resources to assist chapters with leadership development and to help chapter leaders be effective from the start of their term. The top two ideas that stood out were: 1) Encourage the chapters to remind their members that chapter Board meetings are open to all members. Some chapters like New Jersey have renamed their Board meeting to Membership/Board of Directors Meeting; 2) Develop Board orientation/onboarding materials as a standardized way to approach onboarding of new chapter Board members (this will be a new objective for the committee next year).*

3. Collaborate with the Education Committee and the Membership Committee to develop resources to address the needs of small and medium sized chapters. (National/Chapter Relations is the lead committee.)

Outcome: *There remains significant work on this objective, but direction is clearer. At this point, we would benefit from collaboration with Membership Committee as well as ACEP staff/Chapter Relations to determine best next steps. Overall, there are multiple resources available, but determining access and location are challenges. Those challenges are made more apparent with small chapters due to lack of continuity and central executive structure. Consolidating and publicizing existing resources would be an essential first step and efforts are underway (see outcome of objective 5 below).*

4. Explore mentoring and collaboration opportunities between regionally paired/grouped large, medium, and small chapters.

Outcome: *Developed a concept for a series of webinars for chapter leaders. In addition to knowledge-sharing, the "Chapter Chats" (name TBC) are an opportunity for chapter leaders to make connections which will hopefully lead to greater collaboration between chapters. The sessions will provide a space to learn from each other's experiences dealing with similar issues or launching new initiatives. The concept will be piloted and if successful, could be offered on a quarterly basis. The first pilot program on "ED Claims Downcoding and Denials" was held on May 20th and a second pilot focusing on membership outreach efforts is planned for September.*

5. Collaborate with the Communications Committee to explore ways to facilitate and improve communications between the chapters and National ACEP. (National/Chapter Relations is the lead committee.)

Outcome: *Subcommittee members collaborated with the workgroups assigned to objectives 3 and 4. The committee determined that reformatting the existing Chapter Resource page within the ACEP website was the communication priority item that should be tackled. The resources are plentiful, they just need to be organized in a more usable format. Several committee members met and developed a mind mapping document to begin outlining a new format for these resources. Ms. Hancock and ACEP's Web team have translated the concept*

document into a wireframe for review. Building the redesigned web page should begin in August, but this is a long-term project and one that will need to continue into the next committee year.

6. Collaborate with the Education Committee on the development, implementation, and evaluation of the Chapter Leadership Session at the Leadership & Advocacy Conference, including identifying topics, speakers, moderators, and delivery formats. (National/Chapter Relations is the lead committee.).

Outcome: *Due to the lack of meeting space at the LAC hotel, plans for the chapter leadership session will be incorporated in the "Chapter Chats" virtual series. The NJ-ACEP membership outreach efforts will be the topic of the second Chapter Chat pilot to be held this fall, as mentioned above for objective 4.*

7. Develop recommendations on how ACEP should address chapters that are not adhering to basic requirements regarding chapter governance (mandatory state and federal filings, basic oversight of expenditures, etc.). Recommendations should include methods for identifying problems and remedial steps for bringing chapters into compliance with acceptable standards.

Outcome: *A master checklist was developed by reviewing current information on ACEP's fundamentals of chapter leadership, reviewing what other national organizations use for their chapter checklists, and asking chapter executives for input. The ACEP Chapter Requirements Checklist will be accessible on the Chapter Services section of the ACEP Website. Chapter executives suggested that ACEP Chapter Services send the checklist to chapters twice a year (January & June). Initially, all chapters will be asked to complete the accompanying checklist questionnaire, then again only when there is a change in chapter staff. Some questions may need to be asked annually and a separate questionnaire is being considered. Responses will have Chapter services identify chapters that may not be adhering to basic requirements. When that is the case, the committee suggests that the Chapter Executives Group (CEG) identify chapter executives that can be coaches/mentors to assist chapters to become compliant. The committee recommended carrying over this objective to further develop the ACEP Chapter Requirements Checklist by attaching samples and forms for chapters to use as a reference if they wish to create or update their documents. The samples/forms can be requested from our chapters.*

