

Frequently-Asked Questions

Those working to organize a IAHCSSM local chapter and their peers considering membership in it are likely to have questions, perhaps including some of the following. Hopefully, their answers will help benefit chapter organizers and those considering membership in the chapter.

Question: What impact will membership in the IAHCSSM local chapter have on my job?

Answer: Healthcare facilities are typically supportive of their employees' membership in the local chapter because it represents their commitment to the CS profession. As well, membership increases the availability of resources (the local chapter network) that can assist with departmental operating challenges. Also, facility employees learn about and bring new management and operating concepts to their healthcare workplace that enable them to perform their jobs more effectively.

Question: Where do we obtain funding to begin the local chapter for start-up expenses including paper, photocopies and other expenses?

Answer: Membership dues will likely be necessary to provide financial assistance for the chapter. Also, the members' healthcare facilities may assist with start-up donations and it will also be beneficial to ask vendors for their financial support.

Question: What kind of information is important to share at the first (organizational) meeting?

Answer: Topics for initial meeting can include:

- A discussion of the purposes to be achieved by the local chapter.
- Learning about the best times (months, days, and times of day) when the meetings should be held.
- Locations for the meeting. Should several locations be selected with meeting rotated between these sites, or is another alternative better?
- What topics would be of most interest for, at least, the first several sessions?

Topics related to the "mechanics" of chapter organization might include:

- Who will serve as contact persons for the local chapter while it is being formed?
- A review of sample BYLAWS and any discussion about changes that will be beneficial for the local chapter.
- Ideas about the chapters' mission statement and goals.

Question: Who should be contacted at IAHCSSM headquarters for additional information about starting a chapter?

Answer: IAHCSSM member services information can be found online under Contact Us.

Question: Will we need an attorney to set up the chapter as a non-profit organization, or who can assist us with this process?

Answer: IAHCMM encourages each chapter to consult with qualified legal and accounting professionals of its choosing to determine what its legal obligations are and what must be done in order to achieve legal compliance.

Question: What officers will be needed, and what should their responsibilities include?

Answer: Local chapter officers will be those identified in the local chapter's BYLAWS and their duties should also be identified in the BYLAWS.