

Steering Committee Member Job Description

The Healthcare Leadership Symposium Steering Committee will lead the effort to design and produce the symposium and complementary events on October 2-3, 2020 in Minneapolis. This is the premiere event for the Minnesota MHA alumni community, offering two-days of professional/leadership development, networking, donor and alumni recognition, and reconnecting with U of M classmates and resources. Steering Committee members facilitate the visioning and strategic planning process for the event, and use their own networks and resources to ensure that the event's goals are met.

COMMITTEE ACTIVITIES-WHAT WE DO

- Set vision and determine goals for the event including number of participants, revenue, sponsorship, etc.
- Determine theme and shape content strategy for the event to offer a relevant and valuable opportunity for MHA alumni and community members.
- Contribute to the success of the event by maximizing our networks to encourage attendee, sponsor, and speaker participation.
- Promote the event via personal, professional and digital networks.
- Volunteer during the event for a variety of roles (session host, emcee, etc.)

QUALITIES THAT MAKE A GOOD COMMITTEE MEMBER

- Interest in community and alumni engagement, strategic event planning, fundraising, and/or opportunity exploration
- Understanding of the values and mission of the MHA Program and Alumni Association/Foundation
- Ability to work cooperatively and independently and to adhere to committee deadlines

TIME COMMITMENT

- Ability to attend Healthcare Leadership Symposium Oct 2-3, 2020
- Attend majority of monthly meetings (via conference call). These meetings typically occur on the third Thursday of every month from 4:00-5:00 pm CT; additional meetings may be convened as necessary.
- Steering committee members are asked to also serve on a sub-committee of the Symposium Steering Committee. Sub-committees include sponsorship, keynote/faculty speaker selection, outreach/communications, social activities, Greg Hart Distinguished Service Award selection, breakout/workshop content, and alumni storytelling.
- Time outside of conference calls to promote attendance, seek speakers and sponsors, and advise staff and other committee members will be necessary (September 2019-October 2020).
- 1-year volunteer commitment

BENEFITS OF JOINING

- Give back to the MHA Program and its alumni network
- Opportunity to develop skills in strategic event planning, fundraising, content/program development, and fundraising
- Network with alumni and current students
- Help increase the visibility and accomplishments of the MHA Program and its alumni community among

alumni and the greater community

INTERESTED?

- Contact Heidi Mastrud, Director of Alumni Relations, at goldm120@umn.edu or 612-625-2443 to indicate your interest or learn more