**AHVAP Member Re-Districting Pilot Program**

**FAQ Sheet**

**Purpose of Pilot Program:**

The purpose of the Pilot Member Re-Districting program is to test the concept of smaller districts within AHVAP regions for 2020-2021. The goal is to increase member engagement, satisfaction, and ultimately grow the organization. Metrics have been designed to capture this information and will be following year 1.

**Time Period:**

January 2020 – December 2021

**AHVAP District Representatives**

1. **What are the Responsibilities of the District Representative?**

* Serves as a representative for their respective geographic district under the direction of the Regional Director
* Meet with the Regional Director as scheduled to provide feedback on your assigned district and receive updates on Board activities and Regional Directors’ initiatives.
* Make contact with new members in your district upon receipt of cc: email from Regional director.
* Make contact with all members in their assigned district no less than every 3 months.
* All written communication with District Members shall include a cc: to the Regional Director
* Conduct scheduled calls/meetings with members of the region (schedule, frequency and venue to be determined).
  + Calls, web events and regional meetings will be scheduled in collaboration with the Regional Director and AHVAP management services.
  + Participation in will include-planning and day of event if possible.
  + Distribute meeting agenda at least 5 business days before the scheduled event
* Provide email feedback from district members regarding AHVAP and/or the Region to the Regional Director.
* Submit record of meeting attendance and a meeting summary with action items to District members and the Regional Director. (Meeting Record template attached)
* Acts as a district representative to the Membership Committee
* Recommend potential sources of new members e.g. professional organizations, provider organizations, industry
* Assist in membership retention
* Makes recommendations to Regional Director for succession planning

**Regional Directors will serve as a resource for the District Representatives.**

1. **What are we looking for in 2020?**

The goal for 2020 is to experiment with different ways to engage members within a district. The members of each district are unique and so their programming may be unique as well. It is important to communicate with your members, Regional Directors, and fellow District Representatives as this program continues to develop.

1. **Ideas for Potential Events/Activities**

* Regularly scheduled district conference calls
* Regularly scheduled face to face events – happy hour networking, coffee/lunch on your own, etc.
* Webinars or virtual presentations within your district
* Local mentorship programs
* Other ideas???

1. **Where do I start?**

A great place to start is with the members in your district. AHVAP is preparing a survey for you to solicit feedback from your district members what they are looking for. We will use this feedback to plan for future activities.

Introductory email with standard language will be drafted for you to send out along with the survey. Reminder to always copy your Regional Director on all written communication.

**2020 List of Activities**

* Attend AHVAP introductory call and orientation for district representatives January 2020
* Minimum of one (1) feedback survey of district members completed by end of Q1- instructions above
* Minimum of one (1) district conference call completed: Q1
* Minimum of one (1) district event ***scheduled*** by end of Q2 and completed by end of 2020

1. **Where do I turn for support?**

Your Regional Director is your first place to turn to for support. They will help you through this process and engage additional support from AHVAP as needed. Your fellow District Representatives are also a great resource to work with as they are likely having or have had a similar experience, whether positive or negative.