

Division Past Chair

Term:

One year: Begins in August at close of Division business meeting, held during Academy of Management annual conference

Primary Responsibilities:

- Organize nominations and annual election for Division's executive committee
- Provide guidance to Division Chair and other Executive Board members, as needed

Procedures:

1. Discuss possibility of running for elected office with interested members at annual AOM conference
2. Convene nomination committee for new officers, composed of Division Chair, Chair-elect, and other Executive Board members as needed (Fall)
3. Announce Call for Nominations in Division's newsletter and web site (Fall)
4. Prepare slate of nominees, in consultation with nomination committee, and open election for voting via Division's newsletter and web site (Winter/Spring), including nominees for:
 - Program Chair-elect (aka PDW chair)
 - Academic-at-large
 - Practitioner-at-large
 - Division Chair-elect (endorsement of current Program Chair to continue on track to become Division Chair in two years, who traditionally runs unopposed)
5. Announce results of election (May)

5. Division Chair

Term:

One year: Begins in August at close of Division's business meeting, held during Academy of Management annual conference

Primary Responsibilities:

- Act as liaison between Division and Academy Board of Governors
- Act as spokesperson for the Division for inquiries from members and non-members
- Coordinate all business of the Division, including financial activities
- Organize and conduct Division's annual Executive Board meeting and membership business meeting held during annual AOM conference

Procedures:

1. Attend meeting for incoming AOM Division Chairs at Academy conference (August); obtain Academy booklet of guidelines for Division Chairs
2. Provide consultation and other assistance to Division's Program Chair and PDW Chair, as needed during program design
3. In consultation with Division's Treasurer, develop Division's annual budget and oversee spending allocations
 - Review quarterly financial statements provided by AOM financial officer
 - Sign all requests for reimbursement from Division's funds
 - Assist other Executive Board members with fund-raising and sponsorship of social events at annual meeting
4. In consultation with Division's Webmaster and online committee chair, oversee revisions to Division's web site to assure that it remains current
5. In consultation with Newsletter Editor, review plans for content of each issue (Fall, Winter/Spring, and Summer) and write chair's column

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- Send email messages to membership when appropriate, using AOM mass email program (e.g., to announce when new issue of the newsletter is posted on Division's web site)
6. Coordinate with chairs of standing and *ad hoc* committees regarding their activities on behalf of the Division
 7. Plan and conduct Division's annual Executive Board meeting (Sunday afternoon)
 - Arrange through Program Chair to have a time and room scheduled for the meeting on Sunday afternoon
 - Issue notice of meeting time and place to Executive Board members and committee chairs
 - Solicit items for the agenda from Executive Board members and committee chairs; prepare agenda and distribute in advance
 - Assure accuracy of secretary's minutes from previous year's Executive Board meeting, and distribute copies of minutes to attendees in advance
 8. In consultation with Chair-elect, Program Chair, and PDW Chair, plan and conduct Division's annual business meeting (Monday evening)
 - Prepare agenda and arrange for copies to be duplicated for distribution at the meeting, along with minutes from previous year's business meeting
 - Recognize recently promoted members
 - Announce new Division officers; introduce committee chairs
 - Call for reports from PDW Chair, Program Chair, Treasurer, other committee chairs
 - Presentation of awards
 - Best paper awards and Best reviewers (Program Chair to present)
 - Best student paper (Chair-elect to present)
 - Fottler award (Chair-elect to present)
 - Teaching award (Teaching Committee chair to present)
 - Arrange for gift for outgoing Past Division Chair and make presentation at business meeting
 - Pass on Division's gavel to incoming Division Chair and turn meeting over to new Chair

Division Chair-Elect

Term:

One year: Begins in August at close of Division business meeting, held during Academy of Management annual conference

Primary Responsibilities:

- Provide support and advice to Division Chair, PDW Chair and Program Chair and to other Executive Board, as needed; serve on Division awards selection committees
- Coordinate invitation and arrangements for Distinguished Speaker
- Coordinate selection of Myron D. Fottler Exceptional Service Award
- Coordinate selection of Best Student Paper Award

Procedures:

1. Coordinate invitation and arrangements for Distinguished Speaker
 - Identify appropriate individual, based on area of expertise and location vis-à-vis venue for AOM conference, and issue invitation (November-January)
 - Arrange for complimentary conference registration through Program Chair (March)
 - Prepare announcement of Distinguished Speaker to appear in Division's newsletter and web site (Spring/Summer)
 - Coordinate with Program Chair to accommodate speaker's AV needs (May-June)
 - Arrange for plaque of appreciation (June)
 - Issue invitation and make arrangements to host Speaker and his or her guest for dinner after talk (July)
 - Introduce Speaker at Distinguished Speaker session at AOM (Monday afternoon)
2. Coordinate selection of Myron D. Fottler Exceptional Service Award
 - Issue Call for Nominations via Division's newsletter and web site (March-April)
 - Organize and coordinate selection committee, to include current Division Chair and at least one other Executive Board member (May)

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- Arrange for plaque of appreciation
 - Arrange for a plaque for the Teaching Award recipient
 - Arrange for individual(s) to speak about honoree at Division business meeting at AOM conference
 - Introduce awardee and present plaque at Division's business meeting
3. Coordinate selection of Best Student Paper Award
- Issue Call for Nominations via Division's newsletter and web site (March-April)
 - Organize and coordinate selection committee, to include current PDW Chair and at least one other Executive Board member (May)
 - Select and notify winner by June 1; arrange with PDW Chair to recognize awardee at PDW reception
 - Arrange with Division Chair to request of AOM financial officer to have \$500 check disbursed from Division's funds for awardee (June)
 - Arrange for plaque of appreciation (June)
 - Make presentation of check and plaque at Division's business meeting
 - Arrange to have (coordinate with Teaching Committee chair?) check for Teaching Award Recipient, with money obtained from Rockhurst University.
4. Other responsibilities
- Arrange for gift for outgoing Division Chair to be presented at business meeting
 - Attend Division's Executive Board meeting during AOM conference
 - Attend incoming AOM Division Chairs session (Sunday afternoon)
 - Step into role as Division Chair at conclusion of Division's business meeting, and raise new business as appropriate

Division Program Chair

Term:

One year: Begins in August at close of Division business meeting, held during Academy of Management annual conference

Primary Responsibilities:

- Arrange Division's research program (Monday-Wednesday) at the annual Academy of Management conference

Procedures:

1. Prepare reviewer solicitation form to distribute at AOM conference (August)
 - Use information to update database of reviewers (obtained from outgoing Program Chair)
2. Attend AOM meeting for incoming Program Chairs at AOM conference (August)
 - Receive procedure booklet, "The Bible" from AOM Program Chair
 - Closely heed deadlines imposed by AOM for the coming year
3. Establish procedures for coordinating receipt/review/selection of submissions (Fall)
 - If possible, obtain commitment from department/dean for assistance
4. Process submissions following procedures outlined in AOM guideline booklet (January-March)
 - Send papers for review; follow up with reviewers
 - Select papers and symposia for program, based on reviews
 - Group papers into sessions; invite session chairs and discussants
 - Determine nominees for Best Papers Proceedings
 - Notify authors of selection decisions; return copies of reviews
5. Coordinate with other Divisions for potential joint symposia (January-February)

6. Coordinate committees to select Division award-winning papers and notify authors (March)
 - Best Paper
 - Selection committee to be Program Chair, previous year's winner, and one other Executive Board member
 - Best Paper based on a Dissertation
 - Selection committee to be Program Chair, previous year's winner, and one other Executive Board member
 - Best Theory-to-Practice Paper
 - Selection committee to be Program Chair, previous year's winner (first author), one co-editor from *HCMR*, and one other Executive Board member
 - Best reviewers (usually 8-10 winners)
 - Selection committee to be Program Chair and two other members
7. Follow AOM procedures for entering information into program developer web site (March-April)
 - Determine scheduling slots for sessions
 - Assure authors' names, paper and session titles are correct
 - Request any special AV needs for certain sessions; check with Chair-elect for Distinguished Speaker AV needs
8. Order catering for Division reception (April-May)
 - Consult with Division's Chair and Treasurer for budgetary guidelines
7. Arrange for Award Recognition Items (June/July)
 - Engraved plaques:
 - Coordinate with Chair-elect and Chair to order plaques for all award recipients: Best Paper, Best Paper Based on a Dissertation, Best Theory-to-Practice Paper, Best Student Paper, Distinguished Speaker, Myron Fottler Distinguished Service Award, Past-Chair recognition (June)
 - Checks:
 - Contact ACHE for \$500 check for winner of Best Paper
 - Arrange with Division Chair to request \$500 check for Best Paper Based on a Dissertation, to be disbursed from Division funds at AOM
 - Certificates
 - Arrange to have certificates prepared for Best Reviewers

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9. Write articles for Division newsletter issues
 - Fall issue: Call for papers
 - Winter-Spring issue: Preview of program, thanks to reviewers
 - Summer issue: Announce full program and award winners
10. Give Program Chair's report at Division's Executive Board meeting (Sunday) and business meeting (Monday evening) at AOM conference
 - Present award winners: Best Paper, Best Paper from a Dissertation, Best Theory-to-Practice Paper, Best Reviewers
11. Consult with incoming Program Chair at AOM meeting to offer suggestions for next year's program
12. Pat yourself on the back for surviving the year

Division PDW Chair

Term:

One year: Begins in August at close of Division business meeting, held during Academy of Management annual conference

Primary Responsibilities:

- Arrange Division's weekend PDW program for the annual Academy of Management conference

Procedures:

1. Attend Division's Executive Board meeting and AOM meeting for incoming PDW Chairs at annual conference (Sunday)
 - If possible, attend full weekend PDW program organized by predecessor
 - Obtain evaluation feedback from outgoing PDW chair
 - Talk with participants and other Division members for ideas and possible presenters for following year
2. Arrange PDW sessions and invite presenters (October-November)
 - Follow AOM guidelines for entering program information on web program developer (November-December)
3. Issue invitation to attendees -- doctoral students, junior faculty, and other members -- via Division's newsletter, listserv, web site, and other outlets and contacts at universities
 - Make sure the Best Student Paper winner plans to attend PDW
4. Order catering via AOM web site for PDW events and welcome reception; consult with Division's Treasurer and Chair for budget guidance (April-May)
5. Arrange to have PDW program announced on Division's web site, and write column for Division's newsletter issues
 - Fall issue: Call for participants
 - Winter-Spring issue: Preview of program; call for attendees
 - Summer issue: Announce full program; call for attendees

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6. Prepare folders for registered attendees at PDW to include: (July)
 - Name tag for each attendee
 - Bios of presenters (begin soliciting info in May)
 - Contact info for all registered attendees and presenters
 - Evaluation form
7. Recognize winner of Best Student Paper at PDW reception (note that plaque and check will be presented at Division's business meeting)
8. Give PDW program report at Division's Executive Board meeting (Sunday afternoon) and business meeting (Monday evening) at AOM conference
9. Consult with incoming PDW chair at AOM meeting to offer suggestions for next year's program
 - Pass on comments from evaluation form
10. Attend AOM meeting for incoming Program Chairs (Sunday afternoon)
 - Consult with outgoing Program Chair for suggestions