



American Society for Health Care Engineering (ASHE)

ASHE Chapter Leader Onboarding Guide



Welcome!!

Thank you for your time and commitment to the American Society for Health Care Engineering (ASHE) of the American Hospital Association.

We are happy to welcome you as an ASHE chapter leader. ASHE's staff is here to assist and support you on your journey as an ASHE Chapter Leader.

This onboarding guide serves as a resource to help you with being successful in your role as a chapter president or leader, and to assist you with better understanding of the many benefits available to ASHE Chapters. Included is a list of frequently asked questions and answers that will help you with navigating your new role. Also included is a list of frequently used links to help you with accessing the tools and resources available to chapters. Please keep this information handy and use it as your guide. In addition, please use the ASHE staff as a resource.

Thanks for volunteering your service to ASHE to support the health care physical environment and the communities in which we live.

Member Engagement, Governance and Chapter Relations Team

- **Tina Morton**, MBA, CAE, director of member engagement
- **Barbara Bahde**, resource management coordinator
- **Avis Buford**, CEM, DBA, senior specialist, chapter relations
- **Charmaine Osborne**, MM, CAE, membership manager

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ABOUT ASHE

Mission

ASHE is dedicated to optimizing the health care physical environment.

Overview

With more than 12,000 members, [ASHE](#) is the largest association devoted to professionals who design, build, maintain and operate hospitals and other health care facilities. ASHE members include health care facilities managers, engineers, architects, designers, constructors, infection control specialists and others. While ASHE's membership is diverse, its members share a dedication to optimizing health care facilities and creating and maintaining safe healing environments. ASHE, a professional membership group of the [American Hospital Association](#), is a trusted resource that provides education, regulatory guidance, networking, advocacy representation and professional development for members. ASHE is committed to its members, the facilities they build and maintain, and the patients they serve.

The American Hospital Association

The American Hospital Association (AHA) is the national organization that represents and serves all types of hospitals, health care networks, and their patients and communities. Nearly 5,000 hospitals, health care systems, networks, other providers of care and 43,000 individual members come together to form the AHA.

Through its representation and advocacy activities, the AHA ensures that members' perspectives and needs are heard and addressed in national health policy development, legislative and regulatory debates, and judicial matters. The organization's advocacy efforts include the legislative and executive branches and include the legislative and regulatory arenas.

Founded in 1898, the AHA provides education for health care leaders and is a source of information on health care issues and trends.

ASHE History and the ASHE-AHA Relationship

To fully understand ASHE's structures, roles, and responsibilities, it is important to understand its relationship with the AHA. In the 1950s, the AHA created various departments to serve the needs of department heads working in hospitals, including hospital engineers. In 1962, the AHA restructured the departments to become societies serving professional members in hospitals — and ASHE (then called the American Society for Hospital Engineers of the American Hospital Association) was one of those groups. Today, these groups are called [professional membership groups](#) (PMGs), which fall under the AHA's Field Engagement division. ASHE is the largest PMG.

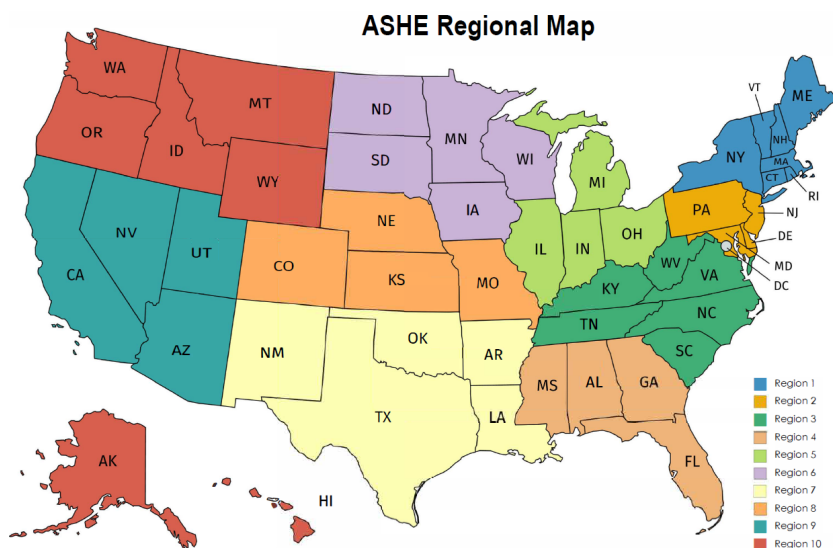
ASHE has always been part of the AHA. As such, ASHE is not and has never been a separate legal entity. This organizational structure influences our leadership roles and responsibilities, as well as some terminology we use.

In terms of leadership roles, for example, the AHA has a [Board of Trustees](#) that sets the strategic direction for the AHA and handles certain operational functions for the entire association, such as the approval of the annual budget. The AHA relies on ASHE to meet the needs of facilities managers and others involved in optimizing the health care physical environment. To do this, ASHE uses an [Advisory Board](#) of member leaders who represent members' priorities, identify emerging issues affecting the profession and create a strategic vision to steer ASHE in the right direction.

Our organizational structure also affects the terminology we use to describe certain aspects of our governance. This terminology has changed as the AHA has worked in recent years to better align its governance structures. For example, we use the term “Advisory Board” to distinguish ASHE’s leadership group from the AHA’s Board of Trustees.

ASHE MEMBERSHIP

The ASHE membership is divided into 10 geographical regions. Each region is represented by its Advisory Board member. The regions are shown in the ASHE regional map.



ASHE GOVERNANCE

Advisory Board

ASHE’s Advisory Board is made of 10 regional representatives, two associate member representatives and three officers (president, president-elect and past president). Some key responsibilities of the Advisory Board include:

- ✓ Providing input and expertise on the strategic direction of ASHE.
- ✓ Representing member needs and priorities.

- ✓ Providing recommendations for ASHE/AHA in formulating policy in the representation of the health care physical environment profession.
- ✓ Interfacing with other ASHE/AHA entities on subjects of interest to the members.

ASHE Advisory Board Role with Chapters

Your [ASHE Advisory Board Representative](#) is a key liaison between your chapter and ASHE. Keep in regular contact with them and put them on your mailing list. In addition, invite your ASHE Advisory Board Representative to chapter and board meetings. They may not be able to attend every meeting, but they should be invited nonetheless. Advisory Board Representatives are required to visit each chapter in their region at least once every two years.

ASHE Advisory Board Member

- ✓ Visit chapters to present topics on ASHE, engage with chapter leaders, talk to members and provide the connection between ASHE and its members.
- ✓ Submit a quarterly regional or associate member e-newsletter to members in their region about key ASHE initiatives and updates.
- ✓ Conduct a visit to chapters in their region biennially.

ASHE CHAPTERS

ASHE Chapters

Many local organizations that share ASHE's mission have decided to become ASHE Chapters. The chapter-ASHE relationship is key to fulfilling ASHE's mission and serving members at the local level. Learn more about the chapters in your region at ashe.org.

History of ASHE Chapters and ASHE's Relationship with Chapters

Shortly after ASHE's forming as a society, it expanded by including local and regional hospital engineering groups. The interested groups petitioned AHA to form a relationship by showing 25% of their membership in common with ASHE. Today, 53 chapters around the United States are connected with ASHE and maintain 15% of their membership in common with ASHE as part of the criteria of their chapter agreement.

Chapter Agreement

ASHE grants to groups and the groups accept by the action of its governing body, a charter to be a chapter of ASHE through a chapter agreement. The terms of the agreement are as follows:

The chapter shall use only the designation "An independent chapter of ASHE" or "An independent chapter of the American Society for Health Care Engineering" with the authority to use such designation in connection with the activities of the chapter in conformity with ASHE's style guide set out in Exhibit A of the chapter agreement, as the same may be changed by notice from ASHE. ASHE has specific criteria that the chapter must meet. ASHE and the Chapter expressly acknowledge and agree that they are and shall remain separate entities and that no partnership or agency is created by virtue of the chapter agreement. As such, neither party shall be authorized to incur any liability, obligation or expense on behalf of the other. The chapter is not liable or responsible for the debts or obligations of ASHE and ASHE is not liable for the debts or obligations of the chapter. Either party may terminate the charter granted to the chapter with all of its attendant rights or obligations, upon 10 days' notice to the other party in the event of the other party's material breach of the agreement.

Chapter Annual Report

In accordance with the executed [chapter agreement](#), the chapter must continue to meet the criteria as outlined in Exhibits A and B of the chapter agreement in order to remain an ASHE Chapter. The chapter must submit an [Annual Report Form](#) on January 31 of each year. The filing of this report confirms that a chapter is still in compliance with the original criteria for becoming a chapter. Chapters which have a formal affiliation with a state hospital association are exempt from providing proof of certain criteria such as proof of EIN number, a bank account and tax-exempt status, provided that the state hospital association is in compliance and proof of compliance has been documented by the chapter and previously provided to ASHE. However, the chapter must still provide a membership list of its chapter members and officers each year in an excel spreadsheet format.

ASHE CHAPTER PRESIDENT

The chapter president serves as the conduit between the chapter and ASHE. They are responsible for serving as the main contact for their members and communicating directly with the ASHE Advisory Board Representative for their region along with ASHE staff. Duties typically include, but are not limited to:

- ✓ Maintaining an active membership within ASHE: Per the chapter agreement, the president and vice president of the chapter should be active members of ASHE.
- ✓ Preparing the chapter's annual report form: The chapter president is responsible for submitting the chapter's annual report on January 31 of each year and providing the supporting documentation.

- ✓ Applying for continuing education credits (CECs): The chapter president is responsible for applying for CECs on behalf of the chapter for educational programs.
- ✓ Submitting chapter awards application: The president shall be responsible for applying to earn an award if participating in ASHE's chapter awards program.
- ✓ Serve as the chapter representative: The chapter president shall present the chapter when called upon by ASHE to support various initiatives occurring within ASHE and in the field such as responses needed for passing codes and standards. The chapter may also periodically be called upon to serve or identify members for such duties as serving on various committees.

ASHE CHAPTER BENEFITS

All ASHE members receive additional member benefits exclusively through being a member of an ASHE chapter. [Benefits](#) are available to ASHE Chapters through education, resources, and networking. Benefits are offered to all ASHE Chapters and those who do not participate in the awards program are:

- ✓ Logo: Each chapter holding an agreement with ASHE receives a logo for their social media outlets and promotional materials to recognize them as being an ASHE Chapter.
- ✓ [Speaker Bureau](#): Each chapter of ASHE receives a visit from the ASHE Advisory Board Representative of their region or ASHE staff every two years and can submit requests through the speaker bureau. Once a speaker request has been submitted to ASHE and the request is approved. Travel arrangements for chapter visits/speaking engagements are not managed by ASHE staff. Typically, the Advisory Board member and/or chapter contact make these arrangements as needed. ASHE will reimburse for any expenses not covered by the chapter for all "official" travel per the chapter agreement and/or chapter awards program. Chapters are responsible for providing one night's hotel stay, meals, and registration to the visiting Advisory Board member or staff. Approval is provided within seven business days.
- ✓ [ASHE Hosted Programs](#): Chapters may offer local training programs through ASHE hosted education programs. ASHE offers a list of programs that chapters can purchase at a discounted price that addresses the business environment of facility management and other related industries.
- ✓ [Continuing Education Credits \(CECs\)](#): Each chapter can apply for complimentary CECs for their education programming through ASHE. CECs are awarded based on the timeframe and approval of the content of the program. The program's content must support the content areas outlined in either the CHC or Certified Healthcare Facility Manager (CHFM) programs, or both. When applying for CECs, the chapter must submit a timed agenda and a description of all the objectives through a minimum of two full paragraphs. Approval is provided within five business days.

- ✓ [Mailing Lists](#): ASHE provides chapters with a mailing list during the annual report open period and upon request of ASHE members in their state or area of operation. This one-time use list can be used to help chapters with promoting their programs and for recruitment purposes. Approval and the list is provided within five business days.
- ✓ [Connections Newsletter](#): A quarterly newsletter is produced for ASHE chapter presidents for distribution to members of the chapter with upcoming key initiatives and important operational information to help chapters with growth and maintenance.
- ✓ Quarterly Chapter President and Advocacy/Sustainability Calls: A bimonthly call is held for ASHE chapter leaders and advocacy and sustainability liaisons. Subject matter experts from the ASHE staff address topics on industry and code and standards updates. Access to this forum is obtained by contacting Jonathan Flannery, senior associate director of advocacy, at jflannery@aha.org.
- ✓ [Chapter Handbook](#): ASHE provides its chapters with the ASHE Chapter Handbook to serve as an operational guide to help its chapter with management.
- ✓ [Chapter Calendar](#): ASHE provides a Google calendar for its chapters to list their major conferences that can be linked out to the members' calendar. Chapters can utilize the annual report form to indicate their meetings for the entire year for listing on the calendar.
- ✓ [ASHE Chapter Listing](#): ASHE lists each chapter on its website which notes the relationship with both entities and links out to the chapter's website.
- ✓ Chapter Leadership Forum and awards program: The Chapter Leadership Forum, presented by ASHE before each ASHE Annual Conference & Technical Exhibition, provides a great opportunity for chapter leaders (especially incoming leaders) to meet and discuss topics of interest. The forum provides a full agenda on a variety of topics to help prepare you to lead your chapter.

Chapters that participate in the chapter awards program received a specific number of complimentary annual conference registrations which includes attendance to the Chapter Leadership Forum. The forum is also a separate ticketed event and can be purchased by other members of the chapter. Onsite registration is available and includes a full lunch.

- ✓ Discounts: Groups that become a chapter with ASHE receive discounts on specific certifications, such as the Health Care Physical Environment Worker Certification exam.

ADDITIONAL CHAPTER BENEFITS

Chapter Awards Program

Chapters can earn additional benefits through their participation in the [ASHE chapter awards](#), which recognize the outstanding achievements and contributions of chapters that partner with ASHE to help optimize the health care physical environment. ASHE offers platinum-, gold-, silver- and bronze-level awards, in addition to the new elite status bonus award that can be awarded to chapters at any level.

Chapters submit themselves for consideration for chapter awards by providing

documentation demonstrating that their work in the previous year meets the criteria outlined in this document. The awards program acknowledges chapter accomplishments and rewards chapters for being full-fledged partners with ASHE in achieving its mission and goals.

Wildcard: If your chapter was unable to meet the requirements outlined in the award application, your chapter has the option of substituting one wildcard for the missing requirement. A wildcard is an ASHE sanctioned education program held by the chapter during the reporting year (January 1 to December 31 of the previous year). To earn a wildcard, the chapter must host [an ASHE education program](#) during the reporting year. Any in-person or virtual instructor-led training (VILT) education program listed [here](#) also qualifies.

Chapters that participate are recognized in four categories:

- **Platinum:** Recognized as the highest award level, platinum-level chapters are committed to their role with ASHE through their support of ASHE's long-range plans and objectives.
- **Gold:** These chapters are fully committed to working toward a higher awards level and are encouraged to set goals to achieve platinum-level status.
- **Silver:** Silver-level chapters are well on their way to becoming fully committed to achieving a higher awards level and are encouraged to set goals to meet gold-level status.
- **Bronze:** Bronze-level chapters are striving to strengthen their role with ASHE and are encouraged to begin setting goals to achieve silver-level status.

Award Participation Benefits Based On Levels:

- ✓ **Awards Level Logo:** ASHE provides each chapter with a unique logo to display their status level on their website and in promotional materials. This logo should be used in place of the ASHE official logo to signify the relationship between each entity and the status that the chapter currently holds.
- ✓ **Plaque:** A plaque will be presented to each chapter at the ASHE Annual Conference to recognize their participation in the chapter awards program.
- ✓ **Achievement Announced at Annual Conference:** During a designated session, chapter leaders will be recognized for their award-level achievement.
- ✓ **Promotion in Publications:** ASHE provides specific ASHE publications for chapters based on their award level.
- ✓ **Voucher:** According to the level achieved, chapters receive vouchers to redeem for additional benefits. Those benefits are:
 - **Complimentary Annual Conference Registration:** Based on award status earned, each chapter will receive vouchers for complimentary registration to the ASHE Annual Conference. These are sent via email to

the chapter President during a time frame that is determined by ASHE. Platinum- and gold-level chapters receive two vouchers; silver-level chapters earn one voucher. Bronze-level chapters are not offered complimentary registration vouchers.

- **Certification Exam** (Certified Healthcare Facility Manager or Certified Healthcare Constructor)
 - Platinum: A maximum of four complimentary, one-year vouchers to take the Certified Healthcare Facility Manager (CHFM) exam; two CHFM vouchers to take the CHFM exam and one Certified Healthcare Constructor (CHC) voucher to take the CHC exam; or two CHC vouchers to take the CHC exam.
 - Gold: A maximum of three complimentary, one-year CHFM vouchers to take the CHFM exam; one CHFM voucher to take the CHFM exam; and one CHC voucher to take the CHC exam.
 - Silver: A maximum of two complimentary one-year CHFM vouchers to take the CHFM exam, or one CHC voucher to take the CHC exam.
 - Bronze: One complimentary one-year CHFM voucher to take the CHFM exam.

Distribution of certification exam vouchers at all awards levels will be decided on an annual basis.

- **Complimentary ASHE Memberships**
 - Platinum: Four complimentary, one-year ASHE memberships, which must be awarded to non-ASHE members within the local chapter area.
 - Gold: Three complimentary, one-year ASHE memberships, which must be awarded to non-ASHE members within the local chapter area.
 - Silver: Two complimentary, one-year ASHE memberships, which must be awarded to non-ASHE members within the local chapter area.
 - Bronze: One complimentary, one-year ASHE membership, which must be awarded to non-ASHE members within the local chapter area.
- **Complimentary Publications**
 - Platinum: Two complimentary publications.
 - Gold: One complimentary publication.

Elite Award Status

Elite chapter status is a bonus chapter award based on specific added criteria, which includes participation in the [ASHE Energy to Care Chapter Challenge Award](#). It is

important to note that the original chapter awards program remains unchanged. Chapters seeking to achieve platinum-, gold-, silver- and bronze-level awards must still meet the criteria set for each of those levels. The elite award is added to the chapter awards (chapters can be platinum elite, gold elite, silver elite or bronze elite). Each chapter will be awarded for their participation according to the level they meet in the regular ASHE chapter awards program. Chapter leaders must enroll their chapter in advance by completing the online application that is released each year.

Regional Leader Award

Part of the chapter awards program includes submitting a nomination for the [Regional Leader Award](#). Each year, ASHE recognizes one person from each region for this award. This is a great way for chapter leaders to recognize one or two up-and-coming leaders within their chapters. Individuals chosen for the Regional Leader Award are often selected to participate on ASHE committees, invited to attend ASHE Leadership Institute and consulted as subject matter experts for other ASHE-related programs or initiatives.

Past recipients of this award have gone on to serve in ASHE leadership roles, either as a chair of an ASHE committee/task force, as a member of the Advisory Board or as ASHE president.

Therefore, when identifying candidates to nominate for the Regional Leader Award, consider an individual who has demonstrated leadership qualities, led a chapter project/initiative, or is an active volunteer highly engaged with and committed to the growth and advancement of the chapter.

Candidates for the Regional Leader Award must meet the following requirements:

- Be a current member in good standing with either ASHE national or an ASHE chapter.
- Have two years of continuous membership at the time of application.
- Be actively employed by or in a health care facility.
- Demonstrate exemplary leadership skills and a commitment to the field of health care.

Chapters submitting a nomination for this award must complete a separate online application. Similar to the chapter awards, the application deadline for the Regional Leader Award is April 1. Chapters are allowed to submit more than one candidate. [Criteria for the Regional Leader Award](#) can be found on the ASHE website.

Recipients of the award are recognized each year at the ASHE Annual Conference.

Questions about the Regional Leader award can be sent to Charmaine Osborne, ASHE membership manager, at cosborne@aha.org.

More information about other [ASHE awards and professional recognition opportunities](#) can be found on the ASHE website.

AWARDS APPLICATION SUBMISSION

The chapter awards application is submitted electronically each year and must be accompanied by the proper documentation. The status earned is based on the work performed by the chapter in the previous year. Those chapters participating must indicate the level at which they are applying and must meet all the criteria for that particular level. If one category is not fulfilled within the status level requested, the chapter will automatically receive recognition for the level in which the criteria they meet.

ASHE AWARDS SUBMITTAL PORTAL — SHAREPOINT SITE

ASHE Chapters uses a SharePoint site to upload award documentation. Each chapter has its unique link, which is permanent and does not change. This link can be used yearly by anyone in the chapter that had access in previous years.

Accessing SharePoint

Access also can be gained by reaching out to the ASHE staff. An email with a link to the SharePoint site is sent to the requester. The link should provide you with direct access to the site. Please note: the link will be sent to the email address provided to ASHE and be used to grant access to the SharePoint site.

If you are having trouble accessing the site, please see the detailed instructions that follow. If you still have issues after following those instructions, please contact Avis Buford at agordon@aha.org, who can connect you with a member of AHA's IT team to help.

Instructions for Accessing SharePoint

- ✓ You will get an email inviting you to the site. Click on the link included in the email to access the SharePoint site.
- ✓ If you don't see the email in your inbox, look in your spam or trash folder.
- ✓ You will need a Microsoft account to access the site — most people already have one associated with their work email address. A Microsoft account is an email address and password that you use with Office, Outlook, Hotmail, OneDrive, Skype, Xbox or Windows. Again, most work email accounts are usually associated with Office 365 for business products, so most people already have a Microsoft account email address.
- ✓ If you do not have a Microsoft account, you can create one using the following steps. However, if you create a new Microsoft account, please alert ASHE so we can provide access to the SharePoint site using your new email address.

To Create a Microsoft Account:

- ✓ If you are not using a Microsoft account as your email address, you will be prompted to create one.

- ✓ Once you go through all the steps to create an account and click on next on step 9, you should be automatically routed to your chapter's SharePoint site.

RECOGNITION OF AWARDS AT THE ASHE ANNUAL CONFERENCE

A special awards luncheon is held each year to recognize those chapters participating in the Awards Program. The Awards Program is held each year, in conjunction with the Annual Conference and Technical Exhibition to acknowledge the accomplishments of ASHE chapters. ASHE executive leadership, Board Members, Chapter Presidents, and representatives from various ASHE volunteer committees will be in attendance.

REDEMPTION OF AWARD VOUCHERS

Awards vouchers are distributed each September after the commencement of the ASHE Annual Conference. The chapter has until May 1 of the following year to redeem the vouchers. All vouchers, except the Annual Conference voucher, are sent to the Chapter President each year in September. The Annual Conference voucher is distributed to the chapter president each year after the opening of registrations for the Annual Conference. Each level is given a code that corresponds with the level earned, to be used when registering for the Annual Conference. The Annual Conference voucher gives the attendee admittance to the Chapter Leadership Forum and the Annual Conference.

FAQs

Question: Who has to submit an annual report, and when is it due?

Answer: All ASHE chapters must submit an Annual Report by January 31 each year. Chapters associated with a state hospital association do not need to submit documentation as proof of meeting the criteria, but their president and president-elect still must maintain active membership and chapters must submit lists of their members and officers. Failure to submit an annual report is a breach of the chapter agreement.

Question: In what format should I submit my chapter's annual membership when submitting the chapter annual report documentation?

Answer: The list should be submitted in an Excel spreadsheet listing with the following fields: first name, last name, title, organization, address, city, state, zip code and email address.

Question: How do chapters apply for continuing education credits (CECs)?

Answer: Chapters can apply for CECs using the [request for CECs form](#) located on the Chapter page of the ASHE website. The chapter must also submit the timed agenda along with a minimum of two paragraphs describing each objective as it relates the content of the Certified Healthcare Constructor or Certified Healthcare Facility Manager program, or both.

Question: Does ASHE produce regular communication with updates on matters that affect chapter leaders?

Answer: ASHE produces the [Connections Newsletter](#), a quarterly newsletter for chapter leaders only and contains resources to help with navigating through their agreement with ASHE and operate effectively as a chapter.

Question: Does ASHE host forums to connect chapter leaders with members of chapters in other regions or states?

Answer: ASHE hosts a bimonthly webinar for chapter presidents and advocacy and sustainability liaisons from each chapter. The presentation topics include information on the latest in chapter news and codes and standards updates.

Question: Does ASHE have programs for chapters that are in addition to the topics received as a benefit of being a chapter of ASHE?

Answer: Chapters may host programs through [ASHE hosted programs](#). ASHE offers a list of programs that chapters can purchase at a discounted price that addresses the business environment of facility management and other related professions.

Question: How do chapters request ASHE speakers to present at their programs?

Answer: Each chapter of ASHE is afforded one visit from either their ASHE Advisory Board regional representative or from an ASHE staff member who is a subject matter expert. Chapters are afforded a visit every two years. Expenses associated with travel

to programs are generally supported by ASHE. Chapters are requested to provide housing and the cost of the program to the speaker. Chapters may use the [speaker bureau](#) to request a speaker.

Question: How does the chapter receive the vouchers earned for participation in the chapter awards program?

Answer: All vouchers, except ASHE Annual Conference vouchers, are distributed each year in September via email to the chapter president and are also uploaded to each chapter's SharePoint site. These vouchers must be redeemed by May 1 of the following year.

Question: How does the chapter receive the ASHE Annual Conference voucher earned for participation in the chapter awards program?

Answer: Each year at the opening of registration for the Annual Conference, chapters will receive a specific code according to the status earned the previous year. The code is to be used by those individuals who will take advantage of the complimentary registrations. This special code will be sent via email to the chapter president.

Question: How do we notify the chapter of a change in the officers?

Answer: The chapter experiencing a change in office, especially in the role of president, should notify the chapter by filling out the [officer update form](#), or by notifying ASHE staff at agordon@aha.org.

CHAPTER LEADERS' FREQUENTLY USED LINKS

Get to know your ASHE Advisory Board regional representative .	ASHE Advisory Board regional representatives serve to assist and support chapters. Engage your representative and connect with them regularly to share the activities of your chapter and to hear what the latest initiatives are within ASHE.
Review and submit the annual report form .	Review this document regularly to ensure you are meeting the guidelines to remain an ASHE Chapter. Review the requirements and documentation needed to submit the chapter's annual report form on January 31 each year.
Visit the ASHE Chapter page of ASHE website.	View the Chapter Leader Resources section on the ASHE Chapters webpage to access tools and resources.
Review the chapter benefits .	Review the many benefits available to ASHE chapters and its members.
Review the speakers bureau .	Review this page to request your ASHE Advisory Board representative or an ASHE staff at your meetings.
Review ASHE chapter awards program .	Review the criteria for participating in the ASHE Awards Program and the benefits associated with participating.
Review the Regional Leader Award application.	Review the requirements for this award and as a chapter leader, this is a great way to recognize one or two up-and-coming leaders within your chapter.
Review ASHE hosted programs .	Review the education webpage to preview a list of discounted programs available to chapters.
Apply for continuing education credits (CECs) .	Review this page to request continuing education credits for your meetings and conferences.
Requests mailing lists .	Review this page to request a one-time use mailing list to help with your recruitment and educational promotions.

ASHE STAFF

The [ASHE staff](#) is a diverse group of individuals and make up the following teams:

Administration

- ✓ **Lizzie Ortolano**, executive director
- ✓ **Chad Beebe**, AIA, CHFM, CFPS, CBO, FASHE, deputy executive director

Operations, Communications and Publications

- ✓ **Tracy Dagnon**, MBA, CAE, director of operations
- ✓ **Son Cao**, MBA, senior operations specialist
- ✓ **Eliana Munro**, content and communications manager
- ✓ **Landon Hegedus**, assistant editor
- ✓ **Michael Hrickiewicz**, editor-in-chief, *Health Facilities Management*
- ✓ **Jamie Morgan**, editor, *Health Facilities Management*

Advocacy

- ✓ **Jonathan Flannery**, MHSA, CHFM, FASHE, FACHE, senior associate director of advocacy
- ✓ **Kara Brooks**, MS, LEED AP BD+C, senior associate director of sustainability
- ✓ **Leah Hummel**, AIA, CHFM, CHC, senior associate director of advocacy
- ✓ **Lisa Walt**, Ph.D., senior researcher and methodologist
- ✓ **Austin Wallace**, sustainability senior specialist

Member Engagement, Governance and Chapter Relations

- ✓ **Tina Morton**, MBA, CAE, director of member engagement
- ✓ **Barbara Bahde**, resource management coordinator
- ✓ **Avis Buford**, CEM, DBA, senior specialist, chapter relations
- ✓ **Charmaine Osborne**, MM, CAE, membership manager

Education

- ✓ **Adam Bazer**, MPD, director of education
- ✓ **Monika Berrier**, MS, PMP, instructional design manager
- ✓ **Melissa Binotti Heim**, program and conference manager
- ✓ **Corrie Fisher**, MEd, senior learning and development designer
- ✓ **Senada Hidic**, senior education specialist
- ✓ **Annie Miller**, education specialist
- ✓ **Wesley Peart**, senior education specialist
- ✓ **Maria Tejeda**, education coordinator