

IHI Open School Regional Chapter Leader Role

Position Summary: A Regional Chapter Leader (RL), which is selected after a region comprises at least 25 active Chapters, serves as an intermediary between the IHI Open School (OS) team and local IHI Open School Chapters. In short, the primary goal of the RL is to create a sense of identity and belonging to the community, and to the mission of the IHI Open School. *Regional Chapter Leaders are expected to spend approximately 15-20 hours per month during their one-year appointment (May 1- April 30).*

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Check-in with OS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Welcome new Chapters or email existing Chapters	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Send an update to your regional listserv	☐		☐		☐		☐		☐		☐	
Co-lead 1 (of 4) Chapter quarterly calls	☐											

Regional Leader Expectations:

1) Regional Development

- **Recruit** and welcome new Chapters to the OS. Upon notification of a newly formed Chapter, introduce yourself via email and schedule a time to connect via phone or in person to formally orient them to the OS.
- **Communicate** initiatives, offerings, and announcements from the OS to local Chapters. Manage the regional Gmail account and use it to communicate with Chapters and students, copying openschool@ihi.org as needed. Communicate to region via listserv at least once every three months.
- **Collaborate** with OS and other RLs to share knowledge and resources through monthly phone calls, listservs, and other types of communication.
- **Advocate** for local Chapters and help them address specific needs or challenges. Communicate with at least one Chapter each month and update the OS on progress.
- **Facilitate** activity within the region by organizing projects, activities, and face-to-face events with Chapters. Plan to organize a regional Chapter event or webinar when a local IHI Forum does not exist.
- **Introduce** local Chapters to one another to foster mentorship and collaboration, and update the OS on these connections.

2) IHI Open School Team Member

- **Represent** IHI and the IHI Open School team in the field.
- **Complete** the *Chapter Interaction Form* (whenever new information is available) and encourage local Chapters to complete the annual *IHI Open School Chapter Progress Report*.
- **Harvest** local Chapter activity – including journal clubs, innovative meetings, and fundraising activities – and share with OS and RLs to foster spread.
- **Advise** the programming and design of OS events, and support the team onsite when present.

Additional Activities (Optional):

1) Regional Development

- **Scan** your region for local quality improvement efforts (campaigns, curricula, resources, etc.) and share the opportunity with local Chapters.
- **Seek** additional funding for events and speakers, and to send students to meetings, including the Chapter Congress.
- **Form** relationships with local health systems, quality improvement experts, student groups on campus, and professional organizations.
- **Host** periodic calls for Chapters in your region. Hold a regional Chapter conference call every three months (four times in the year). During this call, be sure to highlight activities from the region that others can utilize.
- **Collaborate** with a faculty mentor in your region to identify successes and overcome common challenges.

2) IHI Open School Team Member

- **Contribute** to OS content by providing relevant cases, reviewing courses, and writing for the website.
- **Lead** local OS activities with strong support from the OS team.
- **Improve** the RL position for future students, residents, and professionals that take on the role.

Benefits of Being a Regional Chapter Leader:

- **Opportunity** to take on a formal leadership role
- **Flexibility** to grow in your role and contribute to the development of the improvement community
- **Public recognition** on our website, in our international presentations, and in IHI publications and marketing
- **Speaking opportunities** at local and international events
- **Publishing support** as needed
- **Access** to the IHI community and network
- **Full scholarship** to the IHI National Forum or the BMJ International Forum (whichever is closest to you)
- **Reserved space** to attend the IHI Open School Student Quality Leadership Academy
- **Funding** for various events, travel, and food throughout the year*
- **Communication tools**, including WebEx conference call line access and support

** Contact the IHI Open School Community Manager for your regional budget*