

## Communication Committee Member Roles and Responsibilities

### MSHRM Mission

The Michigan Society of Healthcare Risk Management fosters a collaborative learning environment to promote professional development and leadership in management of risk across the healthcare enterprise.

### Communication Committee's Purpose

The Communication Committee is charged with enhancing public and professional awareness of healthcare risk management in the State of Michigan. The committee maintains the website, through its relationship with a webmaster.

### 2017-2018 Committee Chairs

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### Meetings

The Communication Committee will meet by teleconference at the discretion of the Committee Chair.

### Committee Member Responsibilities

- Prepare for and participate in committee calls/meetings; this includes reading all materials in advance of the meeting.
- Monitor the website/social media to ensure information remains current and suggest potential enhancements.
- Contribute to the Bits 'N Pieces Newsletter as requested.
- Initiate and respond to messages through the discussion forum.
- Deliver completed assignments as specified and according to timelines developed by the committee.
- Communicate progress and issues to the committee chair or staff.
- Maintain your membership with MSHRM and continue to actively participate.
- Sign up each year you wish to volunteer on the committee. MSHRM's year runs from July 1 – June 30.

### Committee Member Benefits

Through active participation in a committee you can:

- Help shape the profession of healthcare risk management.
- Improve the standing and reputation of the profession.
- Enhance your professional and personal skills.
- Network within the profession to raise your profile and increase career opportunities.
- Increase your expertise in a practice area.
- Ensure that you and the profession can access up-to-date and relevant information.
- Meet high profile members of the profession.
- Develop leadership skills to become a committee chair or hold a leadership position within MSHRM.

*"Better patient care through awareness and risk reduction."*

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