DEVELOPMENT AND MARKETING

FUNCTION
The Development and Marketing Committee provides oversight and guidance for all aspects of the organization’s fundraising and marketing activities. The Development and Marketing Committee will consist of board members, community members and staff liaisons.

RESPONSIBILITIES
Ensure that a comprehensive plan is in place to generate needed charitable funds for the organization, and to consider strategic options and opportunities for fundraising success
  - Monitor plan performance
  - Review plan results, compliance with ethical fundraising practices, board member engagement with development activities, etc.
  - Consider trends, issues and opportunities in fundraising, how to build a stronger culture of philanthropy, etc.

Ensure that a comprehensive marketing plan is in place that builds and enhances a positive public image and position for the organization
  - Monitor plan performance
  - Review plan results, compliance with ethical marketing practices, contents of crisis communication plan, board member engagement with marketing activities, etc.
  - Consider trends, issues and opportunities in marketing, and how to best position the organization in the marketplace

Provide reports to the Board of Directors as requested
EDUCATION AND TRAINING

FUNCTION
The Education and Training Committee identifies educational knowledge and practice gaps as articulated by hospice & palliative care professionals and assists with the planning, guidance and oversight of educational content provided throughout the year to address these needs. This content is offered through MNHPC's annual conference, educational forums and online offerings that advance professional education.

RESPONSIBILITIES
Identify educational needs of hospice & palliative care professionals through
   Review of conference/forum evaluations
   Conversations with other healthcare professionals
Discuss goals of educational offerings of MNHPC and assists with annual planning
Develop the theme and content for the annual conference
   Brainstorm and research keynote speakers and topics for annual conference, educational forums and webinars, as appropriate
   Assist staff in soliciting speakers and topics for breakout sessions
Review all submissions for annual conference sessions and determines which sessions will be chosen
   Assist with a variety of conference duties and activities, including but not limited to session moderation, registration coordination, conference material preparation
Assist in the marketing and promotion of educational content, as needed
Identify and make recommendations related to ongoing opportunities to educate public and healthcare professionals on hospice & palliative care
   Make recommendations to the MNHPC Board of Directors when appropriate
FINANCE AND AUDIT

FUNCTION
This committee is empowered to study and make recommendations regarding all financial procedures, controls, activities and planning.

RESPONSIBILITIES
Assist in preparation and presentation of, and recommends annual budgets
Assist in creating short and long term financial plans for the provision of sufficient funds to meet organizational objectives
Review all financial statements
Monitor and reports financial performance as compared to budgets, financial plans, and strategic benchmarks
  Recommend retention of an auditor, and reviews audit results and recommendations, and IRS Form 990
Meet annually with the auditor without management present
Recommend investment policy and monitors and reports investment activities
FUNCTION
This committee meets quarterly to share best practices, discuss regulatory issues, review specific medical concerns that have emerged and when possible, work together on creating solutions to complex regulatory issues and processes.

RESPONSIBILITIES
Identify and share best practices in hospice and palliative care
Share national and local information that is relevant in the field
MEMBERSHIP

FUNCTION
This committee develops a vital and an engaged membership that supports the mission of MNHPC financially and through active participation in organization activities.

RESPONSIBILITIES
Provide recommendations to board about member services and structural changes
Provide recommendations to board about member dues and benefits
Develop and oversee member recruitment
NOMINATING

FUNCTION
This committee presents a slate of Board Member nominees and develops a slate of officers to recommend to the Board of Directors.

RESPONSIBILITIES
Discuss with the Board the categories of candidates needed to serve on the Board
Assist in recruiting and selecting people willing to serve as possible candidates
Collect biographical material from each candidate to include with the ballot
Prepare ballot and timeline for voting by provider members
Identify and recommend a slate of officers for the Board
PALLIATIVE CARE

FUNCTION
This committee develops a vital and engaged palliative care group that supports the mission of MNHPC and effectively advances palliative care in Minnesota.

RESPONSIBILITIES
Identify palliative care definition(s) to establish a benchmark
Track and assess ways to incorporate best practices for palliative care
Recommend education and resources for providers and the public to increase awareness about palliative care
Identify advocacy efforts to strengthen MNHPC’s voice for palliative care
FUNCTION
This committee is responsible for reviewing legislation, rules and regulations relating to end-of-life issues on a state and federal level. The committee recommends positions and policy to the Board of Directors.

RESPONSIBILITIES
Develop MNHPC yearly legislative agenda for board approval
Participate in meetings with policymakers
Organize grassroots lobbying efforts
Track trends in licensure and Medicare survey problems and issues
Assist in planning educational programs and workshops on regulatory and reimbursement issues
STANDARDS OF PRACTICE

FUNCTION
This committee promotes the use of “Best Practices” and Standards of Practice for delivery of hospice and end of life care in all care settings.

RESPONSIBILITIES
- Identify opportunities for improvement in the delivery of hospice care
- Bring “Best Practices” and recommendations for care and service delivery improvement forward to hospice programs and link with the education and training committee for training and education development
- Address regulatory issues that emerge
- Create responses to interpretation of regulations, CoPs and policies
- Communicate regularly with Minnesota Department of Health
- Communicate with MNHPC provider members regarding changes in regulations, information on CMS and information provided by MDH