



MINNESOTA **NETWORK** OF
HOSPICE & PALLIATIVE CARE

Committees, functions and responsibilities

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

02

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

03

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

04

HOSPICE AND PALLIATIVE CARE PHYSICIANS

**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

05

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

06

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

07**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

08**PUBLIC
POLICY****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

09

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