



## 2005 Application for Associate Membership

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

OFFICIAL VOTING REPRESENTATIVE: \_\_\_\_\_

POSITION: \_\_\_\_\_

ALTERNATE VOTING REPRESENTATIVE: \_\_\_\_\_

POSITION: \_\_\_\_\_

**DUES: \$250.00**

**An associate member shall be any organization supportive of the Mission of HNM and not eligible for membership as a Provider or as an Affiliate Provider.**





## Contact Information and Hospice Network News Sign-up

### **Administrator**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ To receive Hospice and EOL Newsletter check box

Address: \_\_\_\_\_

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### **Medical Director**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To receive Hospice and EOL Newsletter check box

Address (if different than hospice address): \_\_\_\_\_

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### **Clinical Director**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To receive Hospice and EOL Newsletter check box

Address (if different than hospice address): \_\_\_\_\_

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### **Bereavement Coordinator**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To receive Hospice and EOL Newsletter check box

Address (if different than hospice address): \_\_\_\_\_

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### **Chaplain**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To receive Hospice and EOL Newsletter check box

Address (if different than hospice address): \_\_\_\_\_

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**Volunteer Coordinator**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To receive Hospice and EOL Newsletter check box

Address (if different than hospice address): \_\_\_\_\_

**Social Work Coordinator**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

To receive Hospice and EOL Newsletter check box

Address (if different than hospice address): \_\_\_\_\_

**Others Who Should Receive the Hospice Network News**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**For Other Educational Updates**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**For Other Public Policy Updates**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**For Other Regulatory Updates**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**For Other Outreach Updates**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_



**Committee Sign-up**

**Member Organization** \_\_\_\_\_

**Bylaws Committee:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Education and Outreach Committee:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Finance Committee:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Nominating Committee:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Public Policy Committee, Legislative Subcommittee:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Public Policy Committee, Regulatory Subcommittee:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Research & Data Analysis Workgroup:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Hospice-Veteran Workgroup:**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_

**Other (eg TASK FORCE)**

Name/ Title/ Email \_\_\_\_\_

Name/ Title/ Email \_\_\_\_\_



## Hospice Network of Maryland

### Standing Committees

#### **Bylaws**

*The Committee (1) annually reviews the Bylaws, (2) solicits and studies suggestions for proposed amendments to the Bylaws, (3) prepares amendments for approval by the Board and submission to the membership for action, and (4) credentials voting membership, determines the presence of a quorum, and counts votes for matters other than elections at membership meetings.*

#### **Education and Outreach**

*The Committee (1) identifies the educational needs of the hospice community and develop and provides educational programs designed to meet those needs, (2) develops educational materials and programs for other health care providers to facilitate the delivery of hospice care and provides information on other aspects of end of life care, and (3) develops materials and programs to inform the general public on hospice and end of life care. The Committee meets monthly at the Network office.*

#### **Finance Committee**

*Chaired by the Treasurer, this Committee (1) monitors the financial performance of the organization throughout the year, (2) recommends policies regarding the finances of the Network, and (3) recommends an annual budget to the Board no later than one month prior to the start of the new fiscal year.*

#### **Nominating Committee**

*Consisting of two members elected by the membership plus a chair appointed by the Board, the Nominating Committee (1) recruits candidates for Board positions, (2) obtains and distributes applications from candidates, and (3) conducts the annual nominations and elections proceedings.*

#### **Public Policy Committee**

*The Committee (1) monitors legislation and regulatory developments at the state and federal levels that affect hospice care and other aspects of end of life care, (2) advises the Board concerning pending legislation or proposed regulations affecting hospice or other aspects of end of life care and recommend official positions consistent with the mission of the Network, (3) advocates for public policies which support the needs of the terminally ill, their caregivers and the bereaved, (4) monitors and recommends standards of hospice care, and (5) monitors and recommends positions regarding issues of reimbursement for hospice services. The Committee is composed of two subcommittees as follows:*

***Legislative Subcommittee** develops the legislative agenda of the Network and oversees the activities of its lobbyist. It evaluates legislation for its impact on hospice, provides testimony on proposed bills, monitors evolving policy issues and recommends policy stances to the Board of Directors. This subcommittee generally meets every two weeks during the State legislative session (90 days from early January through mid-April) at the Annapolis office of the Network's lobbyist, and off-session as necessary.*

***Regulatory Subcommittee** monitors developments that relate to the state and federal agencies responsible for regulating hospices and/or reimbursing them for services, and contractors that process claims. It also reviews and comments on regulatory issues as they arise. The subcommittee meets monthly by conference call.*



### **Hospice-Veteran Workgroup**

*The members of this group participate in the **VISN 5 Hospice Veteran Partnership**, the joint effort organized in the Veterans Integrated Service Network Number 5 (the region including all of Maryland and DC, and parts of West Virginia, Virginia and Pennsylvania) to promote awareness of and access to hospice services for veterans in the region.*

### **Research & Data Analysis Workgroup**

*The group identifies areas in which scientific research and/or factual data are needed and develops proposals for the conduct appropriate studies and/or data analysis. It seeks appropriate ways to collect needed data and develops grant applications to fund the Network's research needs.*

### **Committee Member Responsibilities**

Please take a moment to review the responsibilities that accompany Network committee services. Committee members are expected to:

- Participate actively in a majority of committee meetings/functions. Some Network committees meet by teleconference, and attendance for any meeting is available by conference call. Materials should be read prior to the next committee meeting.
- Meet deadlines agreed upon by the committee. Committee work often includes drafting materials for monographs, surveys, position papers, articles, etc.
- Answer questions regarding committee work from Network members. Network staff will often refer member questions regarding committee work to committee members.
- Present/participate in educational sessions/forums as necessary.
- Work with the Network staff and board to complete the committee's work plan. Each year the committees agree to work on major projects over the year according to the priorities from the Network board.
- Assume any travel expenses related to attending a Network committee event. The Network does not pay for travel-related expenses for committee members.