

TOOLKIT FOR AHLA LEADERSHIP
Commitment to Excellence Through Inclusive Participation
AHLa's Guiding Principles

The American Health Law Association (AHLA) is committed to excellence in health law education through broad participation and engagement of qualified professionals from all backgrounds. AHLA recognizes that excellence in our field is enhanced when we create conditions where all members can fully contribute their unique perspectives, experiences, and abilities.

AHLA seeks a volunteer pool and leadership that parallels the rich diversity represented in AHLA's membership and the legal profession. Our members practice in law and consulting firms; academic, in-house, and in a variety of public sector work settings. They represent the entire spectrum of the health care industry: physicians, hospitals and health systems, health plans and health maintenance organizations, health insurers, life sciences, managed care companies, nursing facilities, home care providers, and consumers. The Association values and encourages a welcoming environment for all who seek membership and participate in AHLA activities.

AHLA's volunteer leadership contributes to the generation of substantive educational content for members, engages volunteers from our health law community, and provides a supportive and collaborative home for all health law professionals. AHLA believes that many qualified individuals who meet the Association's high standards for faculty and leadership are available but are not yet involved in AHLA activities. This creates an opportunity for leadership groups to improve representation actively and intentionally and therefore improve the quality of the Association's educational offerings.

Organizational Commitment

AHLA is dedicated to:

- Removing barriers to participation in Association activities
- Expanding outreach to ensure opportunities are accessible to all qualified individuals
- Creating an environment where all members can meaningfully contribute to advancing health law
- Fostering professional development opportunities that are open and accessible to all members
- Ensuring our educational content reflects diverse perspectives and experiences in health law

Volunteer Selection

AHLA's selection process emphasizes:

- Merit-based consideration of all qualified candidates
- Active outreach to expand the pool of potential participants
- Removal of structural barriers that may limit participation
- Consideration of varied professional experiences and perspectives
- Creating opportunities for volunteer roles based on demonstrated expertise and commitment

Content Development

AHLA will:

- Actively expand speaker and author pools to include qualified professionals from all backgrounds
- Ensure speaking and writing opportunities are widely communicated and accessible
- Consider varied professional experiences and viewpoints when selecting volunteers
- Maintain high standards of expertise while broadening participation
- Create mentorship opportunities to develop new voices in health law

Professional Development

AHLA encourages:

- Mentorship relationships across the health law community
- Skills development opportunities for all members
- Network building across different practice settings
- Knowledge sharing among professionals at all career stages

Implementation Approach

Leadership groups will:

- Maintain robust candidate pools
- Document outreach efforts to qualified professionals
- Review selection processes to ensure equal consideration
- Track participation patterns to identify areas for expanded outreach
- Provide development opportunities for emerging leaders

Assessment and Accountability

AHLA will:

- Identify opportunities to expand engagement
- Collect feedback on the accessibility of volunteer opportunities and when needed, adjust based on member input and observed outcomes
- Report on progress in expanding volunteer participation while maintaining excellence

VOLUNTEER ENGAGEMENT ACTIVITIES TO BUILD THE PIPELINE

This Checklist provides concrete steps that can be taken by leadership groups to track their efforts throughout the year in supporting the identification and consideration of candidates for volunteer roles. At the conclusion of the year, leaders will be asked to assess their successes and discuss lessons learned.

Leadership groups are encouraged to implement as many of the items on the Checklist as practicable, depending on time, availability, and resources and as appropriate for each activity. The Checklist is not exhaustive, and leadership groups are encouraged to implement other initiatives beyond those listed here.

- ☐ Attend networking receptions at AHLA in-person programs and network with attendees. Share information about various volunteer opportunities. Encourage reception attendees to volunteer when the Association's announces a call for leaders, volunteers, speakers, and/or proposals.

- ☐ Ask prior volunteers, leaders, faculty, and professional colleagues to canvas their networks within their law firm or in-house department to identify individuals for the group's pool of volunteers.
- ☐ Draw on connections with local or state bars, associations like the Hispanic National Bar, South Asian Bar, etc. as well as organizations that support privacy officers, health care compliance professionals, or risk managers for example. Share information about engagement and volunteer opportunities in AHLA and encourage their members to apply.
- ☐ Ask colleagues to canvas their professional networks and to personally reach out to contacts to encourage them to either submit a volunteer application himself/herself or to recommend others.
- ☐ Review programming conducted by other health care and health law organizations to identify potential volunteers who would be worthy of consideration as a speaker, author, or volunteer for AHLA. Ask them to volunteer or to consider doing so in the future.
- ☐ Encourage current leadership and AHLA member-volunteers to update or complete their demographic information within their MyAHLA profile as well as their volunteer profile in the Health Law Network.
- ☐ Look for opportunities to select new volunteers/speakers for your activity. Consider pairing a new/unknown or first-time volunteer/speaker with a familiar or known volunteer/speaker. Consider the speaking or writing or relevant experience of the new/unknown or first-time volunteer/speaker outside of AHLA.

At the conclusion of the year, leaders will be asked to assess their successes and discuss lessons learned with staff. This feedback will be shared with the Membership-IDEA Committee and used to strengthen the Association's efforts to foster the continued growth and engagement of a diverse and inclusive health law community.

Assessment

1. Share steps that the leadership took to build the pipeline and enhance the breadth of volunteers. Which were the most successful and why?
2. Please provide any other comments regarding the Checklist and any suggestions for enhancing the breadth of AHLA volunteers.
3. Assign responsibilities among those whose service will be continuing service on the PG or Council to begin activities that help to build the pipeline in anticipation of the next cycle of planning by the PG or Council.