

WEBVTT

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00:00:03.110 --> 00:00:07.969

Deb Boehm-Davis: Hello, and welcome to HFES leadership basics.

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00:00:08.340 --> 00:00:16.179

Deb Boehm-Davis: I am Deborah Boehm-Davis, and I will be leading this session, whose goal is to introduce you to how our society functions.

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00:00:16.620 --> 00:00:20.830

Deb Boehm-Davis: We're going to start by talking about who runs our society?

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00:00:21.690 --> 00:00:24.030

Deb Boehm-Davis: And the answer is, we do.

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00:00:24.290 --> 00:00:30.730

Deb Boehm-Davis: Our society is run by members who volunteer their time and who are supported by paid staff.

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00:00:31.120 --> 00:00:32.990

Deb Boehm-Davis: So let's get into each of these.

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Deb Boehm-Davis: On the volunteer side

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Deb Boehm-Davis: our society is run by a group of members called the Executive Council or EC. For short.

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Deb Boehm-Davis: the Executive Council has 3 primary responsibilities.

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00:00:48.530 --> 00:00:56.220

Deb Boehm-Davis: First, set they set the strategic direction for the Society by developing and setting strategic goals.

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Deb Boehm-Davis: Second, they have a fiscal responsibility to the members, that is, they need to approve budget requests and ensure that the society is spending its resources wisely.

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Deb Boehm-Davis: Finally, they are responsible for monitoring the work that's being done by the various groups within the society, and which we'll describe in a little bit.

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Deb Boehm-Davis: They do this through meetings both in person and virtual, and through electronic communications.

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Deb Boehm-Davis: Now, you might ask, how do these people get to be on EC.

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00:01:31.040 --> 00:01:34.539

Deb Boehm-Davis: And the answer is that they are elected by the membership.

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00:01:34.710 --> 00:01:38.419

Deb Boehm-Davis: So let's look at the composition of our Executive Council.

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00:01:39.890 --> 00:01:46.719

Deb Boehm-Davis: The Executive Council is composed of 12 individuals, each of whom serves a 3 year term

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Deb Boehm-Davis: Every year, Society members elect 4 individuals, a president, a secretary, treasurer, and 2 members at large.

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Deb Boehm-Davis: the individuals elected as president and secretary, treasurer served their 1st year in the role as an elect

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00:02:05.550 --> 00:02:10.039

Deb Boehm-Davis: that is, president-elect or secretary/treasurer-elect.

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00:02:10.539 --> 00:02:15.979

Deb Boehm-Davis: In their second year they take on the role serving as president or secretary, treasurer.

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Deb Boehm-Davis: and in their 3rd year they serve as the immediate past president or immediate past secretary/treasurer.

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00:02:24.140 --> 00:02:31.899

Deb Boehm-Davis: At large members also serve a 3 year term, and at any given time 2 people are in their 1st year,

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00:02:32.100 --> 00:02:38.559

Deb Boehm-Davis: 2 are in their second, and 2 are in their 3rd to make this more concrete.

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00:02:39.590 --> 00:02:44.830

Deb Boehm-Davis: Here's the composition of the Executive Council at the time this session is being recorded

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00:02:45.200 --> 00:02:50.459

Deb Boehm-Davis: from left to right on the top row we have the President-elect, Carolyn Cao.

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Deb Boehm-Davis: the current president, Camille Perez, and the immediate past. President Susan Kowtowski

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00:02:58.280 --> 00:03:02.239

Deb Boehm-Davis: Farzan Sansegohar is the secretary/treasurer-elect.

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00:03:02.660 --> 00:03:06.180

Deb Boehm-Davis: Rose Figueroa is the current secretary/treasurer.

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00:03:06.380 --> 00:03:10.239

Deb Boehm-Davis: and Julie Gilpin McMahon is the immediate past secretary/ treasurer.

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00:03:10.960 --> 00:03:17.589

Deb Boehm-Davis: Our members at large are from left to right, Nikki Howard and Matthew Bolton, who are serving in their 1st year

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00:03:17.870 --> 00:03:21.970

Deb Boehm-Davis: Nancy Stone and Christy Harper, who are serving in their second year.

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00:03:22.120 --> 00:03:26.389

Deb Boehm-Davis: and Shannon Roberts and Paul Green serving in their 3rd year.

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00:03:26.850 --> 00:03:38.170

Deb Boehm-Davis: Now those serving in their last year will rotate off in October 2025, at the time of the annual meeting, and the newly elected officers will take those positions at that time.

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00:03:40.450 --> 00:03:46.560

Deb Boehm-Davis: On the staff side the Society is headed by an executive director, currently Steve Kemp.

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Deb Boehm-Davis: whose role is to help us implement the policies and procedures that are established by the Executive Council.

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Deb Boehm-Davis: The executive director is supported by staff members who have defined areas of expertise.

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Deb Boehm-Davis: Now, the primary staff members who support HFES and are shown on this slide are located in Washington, DC. And you may hear that office referred to as the Central Office.

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00:04:13.060 --> 00:04:20.930

Deb Boehm-Davis: Now, neither the Executive Council or staff members can do all of the work that is needed to keep us going and moving forward.

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00:04:21.209 --> 00:04:29.949

Deb Boehm-Davis: Thus we have a large number of technical and affinity groups, committees, task forces, and so forth to help us do that work.

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00:04:30.480 --> 00:04:36.969

Deb Boehm-Davis: and we are organized in groups as shown at the highest level of our current organizational chart.

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00:04:38.500 --> 00:04:42.530

Deb Boehm-Davis: Here you see the 6 major groupings within the society

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00:04:42.720 --> 00:04:48.400

Deb Boehm-Davis: at the top. We have the Executive Council, and you can see that there are committees within that grouping

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00:04:48.780 --> 00:04:56.309

Deb Boehm-Davis: below that you can see 5 divisions which each contain, committees that represent a common theme.

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00:04:56.640 --> 00:05:00.839

Deb Boehm-Davis: We're going to take a closer look at each division, so I won't define them here.

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Deb Boehm-Davis: So let's start with the committees that sit within the Executive Council's area of responsibility.

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Deb Boehm-Davis: First, we have council committees.

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Deb Boehm-Davis: These are committees that are primarily populated by executive committee members, and they help focus on areas of particular importance at the highest level of the society.

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Deb Boehm-Davis: In addition, there are committees that cut across the entire society, as you see here

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00:05:29.410 --> 00:05:44.660

Deb Boehm-Davis: Now, as we turn to divisions, the 1st one that I'll describe is the scientific Publications Division, which not surprisingly, is focused on our publications, which include our 3 journals, our magazine and our books.

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00:05:46.710 --> 00:06:01.560

Deb Boehm-Davis: The technical standards division contains committees who are working to set national or international ergonomics, standards ensuring that ISO and ANSI standards follow the most current guidelines based on HFE research.

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Deb Boehm-Davis: The Internal Affairs Division is focused on providing services to our members. It's internally focused. And most of these committees focus on connecting people or put another way creating community.

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00:06:17.890 --> 00:06:25.019

Deb Boehm-Davis: This could be through one of our 26 technical groups which connect people with a similar research focus

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00:06:25.480 --> 00:06:32.430

Deb Boehm-Davis: through one of our 5 affinity groups which connect people who share some characteristic or who serve as allies.

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00:06:32.850 --> 00:06:37.980

Deb Boehm-Davis: It could be through one of our student chapters, a local chapter or our practitioners group.

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00:06:38.490 --> 00:06:44.840

Deb Boehm-Davis: And finally, this division also houses committees that help grow our membership and mentorship programs.

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Deb Boehm-Davis: The outreach division is focused on bringing human factors and ergonomics to those who are outside of our society.

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Deb Boehm-Davis: through outreach to the public, to our government officials.

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00:06:58.150 --> 00:07:02.549

Deb Boehm-Davis: through connections, to other societies that have overlapping research interests

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00:07:02.840 --> 00:07:07.629

Deb Boehm-Davis: or through the International Ergonomics Association, of which we are a member.

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00:07:07.860 --> 00:07:12.769

Deb Boehm-Davis: or the Board of Human Systems Integration, which is part of the National Academies.

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00:07:14.420 --> 00:07:21.399

Deb Boehm-Davis: And finally, we have our Education Division, which is concerned with different types of educational activities.

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00:07:21.670 --> 00:07:27.510

Deb Boehm-Davis: One focus is on developing and hosting our meetings as the annual meeting expired.

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00:07:27.620 --> 00:07:34.070

Deb Boehm-Davis: the Healthcare Symposium and special meetings, such as the Titans Symposium or the Regional meetings.

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00:07:34.670 --> 00:07:39.869

Deb Boehm-Davis: Another focus is on developing training and education for our members and leaders.

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00:07:40.440 --> 00:07:46.649

Deb Boehm-Davis: And this division contains our accreditation committee which accredits human factors, graduate programs.

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00:07:47.020 --> 00:07:52.769

Deb Boehm-Davis: It also houses the Digital Communications Committee which has worked on developing our current website.

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00:07:55.060 --> 00:07:59.020

Deb Boehm-Davis: So what does HFES expect from committees?

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00:07:59.180 --> 00:08:01.990

Deb Boehm-Davis: Well, there are 2 primary expectations.

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Deb Boehm-Davis: One is that we hope our committees will be aware of the Society's strategic goals

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00:08:07.440 --> 00:08:11.900

Deb Boehm-Davis: and choose to engage in activities that help us achieve those goals.

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00:08:12.670 --> 00:08:17.419

Deb Boehm-Davis: Second is that we expect them to work within the rules that govern our society.

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00:08:17.670 --> 00:08:31.640

Deb Boehm-Davis: that is, employees of HFES and members serving on any committee task force, etc. within the society are governed by 2 documents, our society bylaws, and our operating rules.

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00:08:32.409 --> 00:08:43.500

Deb Boehm-Davis: Now, bylaws are the rules and regulations that govern the society. They were initially written when the society was established, and can only be amended by a vote from all of the membership.

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00:08:44.110 --> 00:08:47.979

Deb Boehm-Davis: Bylaws provide the ultimate rules that govern our society.

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Deb Boehm-Davis: Operating rules or ORs as they're typically known, provide guidance on how things are typically done within the society

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Deb Boehm-Davis: now. Ors cannot conflict with the bylaws, but they're useful as they provide more detailed information about how the society runs.

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Deb Boehm-Davis: Operating rules can be amended by an executive council vote, and they should be adhered to by anyone who is operating within the society.

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00:09:18.170 --> 00:09:22.769

Deb Boehm-Davis: Now here you can see the 3 levels within the society.

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00:09:22.940 --> 00:09:28.060

Deb Boehm-Davis: the Executive Council, the divisions and individual committees.

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00:09:29.740 --> 00:09:32.509

Deb Boehm-Davis: Now in terms of how we communicate

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00:09:32.660 --> 00:09:47.949

Deb Boehm-Davis: Every 6 months, every committee chair is asked to write a report briefly describing the activities in which they have been engaged, and the impact they believe this work will have on one or more of the Society's strategic goals

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Deb Boehm-Davis: and on an annual basis. This is also an opportunity to request financial support for the activities they wish to undertake in the coming year.

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Deb Boehm-Davis: This report is shared first with the relevant division chair as well as directly with the members of Executive Council

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00:10:07.530 --> 00:10:13.969

Deb Boehm-Davis: Division chairs, then write a separate report which summarizes the health of the committees within their division.



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00:10:14.120 --> 00:10:18.930

Deb Boehm-Davis: Any requests for support, whether that's financial or resource requests.

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00:10:19.190 --> 00:10:22.009

Deb Boehm-Davis: and any overall concerns about their division.

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00:10:23.830 --> 00:10:28.729

Deb Boehm-Davis: and that report is also shared with members of the Executive Council.

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00:10:28.920 --> 00:10:34.869

Deb Boehm-Davis: So members of EC are expected to read both the Committee and Division chair reports

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00:10:34.990 --> 00:10:38.469

Deb Boehm-Davis: prior to each of the 2 in-person meetings.

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00:10:40.540 --> 00:10:50.200

Deb Boehm-Davis: These in-person meetings of the EC are also attended by the division chairs, facilitating communication back and forth between EC members and division chairs.

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Deb Boehm-Davis: At these meetings time is allotted to each division, so that Ec. Members can engage in discussions with the division chairs about the work being done by their committees.

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00:11:00.850 --> 00:11:04.100

Deb Boehm-Davis: that is, they can provide praise for good work done.

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00:11:04.430 --> 00:11:08.530

Deb Boehm-Davis: They can provide their response to any requests coming forward for support.

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00:11:08.890 --> 00:11:11.489

Deb Boehm-Davis: and they can also share any concerns they may have

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00:11:13.470 --> 00:11:25.089

Deb Boehm-Davis: now, after each in-person meeting or twice a year, division chairs are expected to convey that feedback from the EC. To each committee chair privately.

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00:11:25.690 --> 00:11:34.850

Deb Boehm-Davis: In addition, division chairs are expected to meet regularly with their Division Steering Committee, which is composed of the chairs of each committee in their division.

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00:11:35.260 --> 00:11:37.789

Deb Boehm-Davis: and these meetings have multiple purposes.

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00:11:38.130 --> 00:11:46.589

Deb Boehm-Davis: One, the division chair is charged with ensuring that each of the committees in their division is aware of the Society's current strategic goals

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00:11:46.850 --> 00:11:52.370

Deb Boehm-Davis: and that the committees are identifying activities that will help drive those strategic goals forward.

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00:11:53.290 --> 00:12:01.329

Deb Boehm-Davis: Second, this is a time for committee chairs to provide the division chair with any roadblocks they are encountering in trying to achieve their goals.

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00:12:02.070 --> 00:12:13.410

Deb Boehm-Davis: And third, it's an opportunity for the chairs of the various committees to share best practices, discover any overlapping activities across committees, and to find support from other volunteers.

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00:12:14.150 --> 00:12:20.259

Deb Boehm-Davis: Thus the goal of this structure is to ensure both top-down and bottom-up communication.

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00:12:21.120 --> 00:12:30.290

Deb Boehm-Davis: But we recognize that this alone may not be sufficient for all committee chairs to be informed. So the society has developed, or is in the process of developing

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00:12:30.690 --> 00:12:40.420

Deb Boehm-Davis: handbooks which contain information about the roles and responsibilities associated with each committee and each committee member's roles.

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00:12:41.610 --> 00:12:45.699

Deb Boehm-Davis: Handbooks contain a copy of the operating rules relevant to their group

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Deb Boehm-Davis: and to date. We have developed handbooks for technical groups, local chapters, student chapters, committee chairs and executive council, member and division chairs.

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00:12:58.550 --> 00:13:05.460

Deb Boehm-Davis: We're currently working on handbooks for affinity groups, publications, committees and for technical standards Committees.

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00:13:06.060 --> 00:13:16.569

Deb Boehm-Davis: Now, the completed handbooks are all available on the HFES website and will be updated each year. And as we complete additional handbooks, they will be added to the website.

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00:13:18.390 --> 00:13:26.659

Deb Boehm-Davis: So in summary, we're a society that is run by our elected leaders, paid staff and volunteers.

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00:13:27.050 --> 00:13:31.020

Deb Boehm-Davis: Our elected officers set the strategic direction for the Society

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00:13:31.160 --> 00:13:39.250

Deb Boehm-Davis: and all of us together, staff, the Executive Council, Division chairs, Committee, chairs, committee members

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00:13:39.390 --> 00:13:42.010

Deb Boehm-Davis: work to achieve these strategic goals.

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00:13:42.410 --> 00:13:52.620

Deb Boehm-Davis: Communication is designed to run both top down and bottom up to ensure that everyone is aware of our strategic goals and the actions that we are taking to achieve them.

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Deb Boehm-Davis: So, armed with this information, we hope that you know a little bit more about how HFES functions.

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00:14:01.830 --> 00:14:05.160

Deb Boehm-Davis: We thank you for taking the time to listen to this presentation.

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00:14:05.350 --> 00:14:10.569

Deb Boehm-Davis: and should you have any feedback about it, please reach out to the Leadership Development Committee.

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00:14:10.930 --> 00:14:11.980

Deb Boehm-Davis: Thank you.