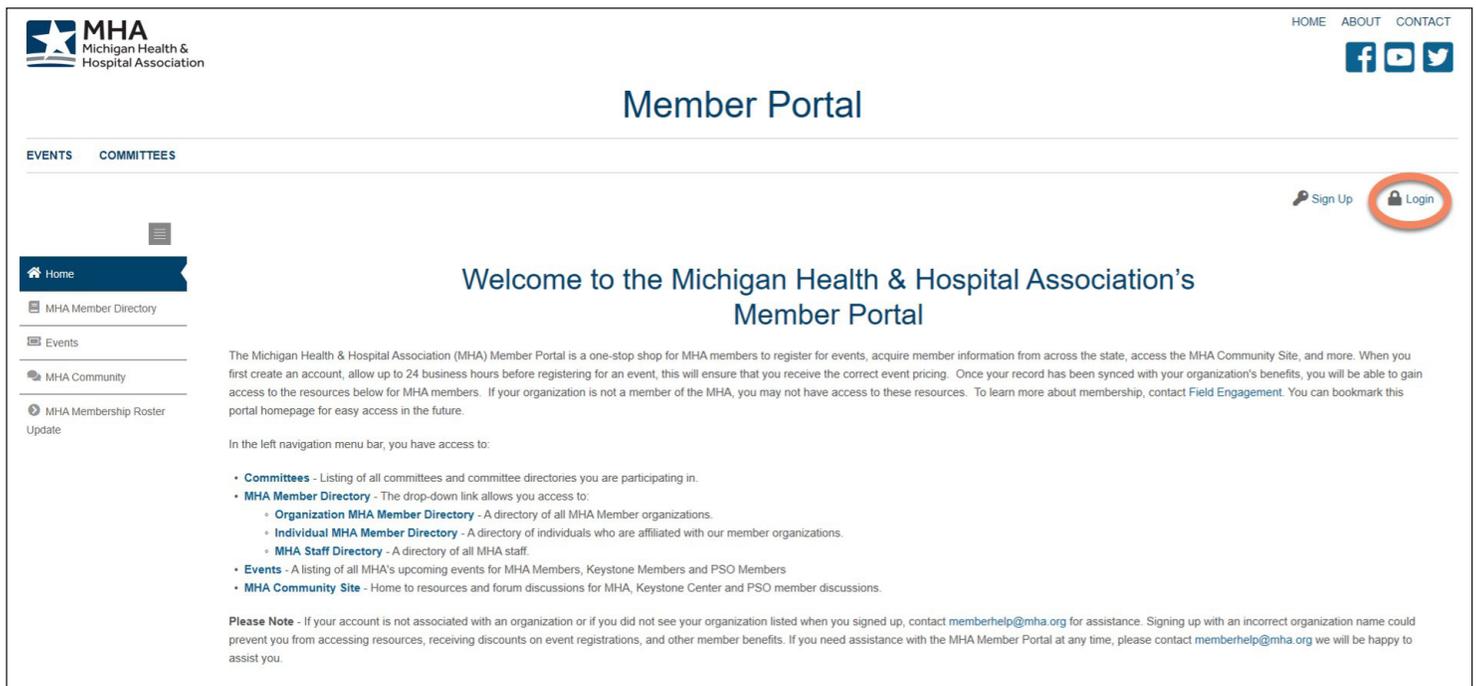


MHA Committees, Councils and Task Forces Nomination Process Guide

This document provides nomination instructions for MHA members to participate in a MHA committee, council and/or task force (CCTF). Please follow the instructions below to self-nominate for an open position within one of the MHA CCTFs.

1. To begin, visit the MHA Member Portal at <https://member.mha.org> and click on the login button in the top right corner of the screen.



The screenshot shows the MHA Member Portal website. At the top left is the MHA logo. At the top right are links for HOME, ABOUT, and CONTACT, along with social media icons for Facebook, YouTube, and Twitter. The main heading is "Member Portal". Below this, there are tabs for "EVENTS" and "COMMITTEES". On the right side, there are "Sign Up" and "Login" buttons, with the "Login" button highlighted by a red circle. On the left side, there is a navigation menu with "Home" selected, and other options like "MHA Member Directory", "Events", "MHA Community", and "MHA Membership Roster Update". The main content area features a welcome message: "Welcome to the Michigan Health & Hospital Association's Member Portal". Below this, there is a paragraph of introductory text and a list of resources available in the left navigation menu. At the bottom, there is a "Please Note" section with additional information.

HOME ABOUT CONTACT

MHA Michigan Health & Hospital Association

Member Portal

EVENTS COMMITTEES

Sign Up Login

Home

MHA Member Directory

Events

MHA Community

MHA Membership Roster Update

Welcome to the Michigan Health & Hospital Association's Member Portal

The Michigan Health & Hospital Association (MHA) Member Portal is a one-stop shop for MHA members to register for events, acquire member information from across the state, access the MHA Community Site, and more. When you first create an account, allow up to 24 business hours before registering for an event, this will ensure that you receive the correct event pricing. Once your record has been synced with your organization's benefits, you will be able to gain access to the resources below for MHA members. If your organization is not a member of the MHA, you may not have access to these resources. To learn more about membership, contact [Field Engagement](#). You can bookmark this portal homepage for easy access in the future.

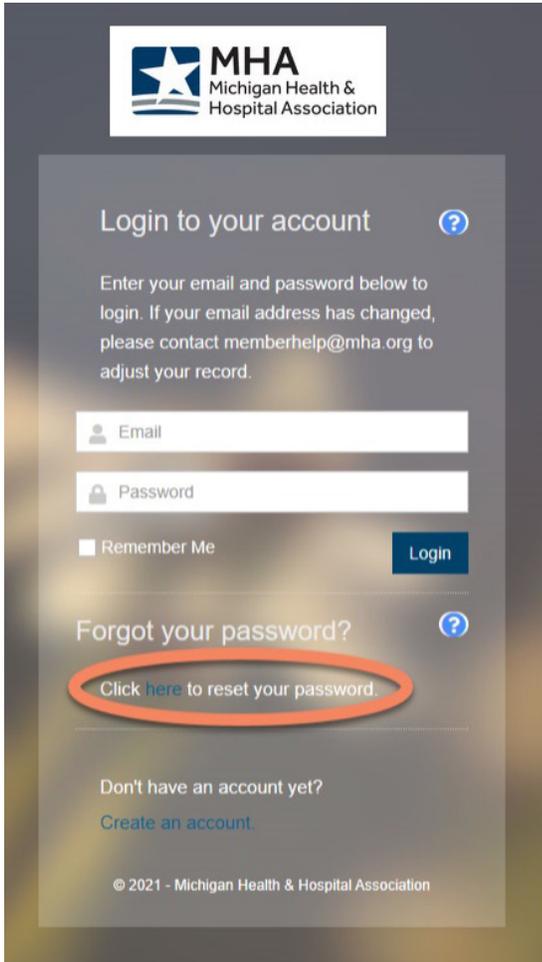
In the left navigation menu bar, you have access to:

- **Committees** - Listing of all committees and committee directories you are participating in.
- **MHA Member Directory** - The drop-down link allows you access to:
 - **Organization MHA Member Directory** - A directory of all MHA Member organizations.
 - **Individual MHA Member Directory** - A directory of individuals who are affiliated with our member organizations.
 - **MHA Staff Directory** - A directory of all MHA staff.
- **Events** - A listing of all MHA's upcoming events for MHA Members, Keystone Members and PSO Members
- **MHA Community Site** - Home to resources and forum discussions for MHA, Keystone Center and PSO member discussions.

Please Note - If your account is not associated with an organization or if you did not see your organization listed when you signed up, contact memberhelp@mha.org for assistance. Signing up with an incorrect organization name could prevent you from accessing resources, receiving discounts on event registrations, and other member benefits. If you need assistance with the MHA Member Portal at any time, please contact memberhelp@mha.org we will be happy to assist you.

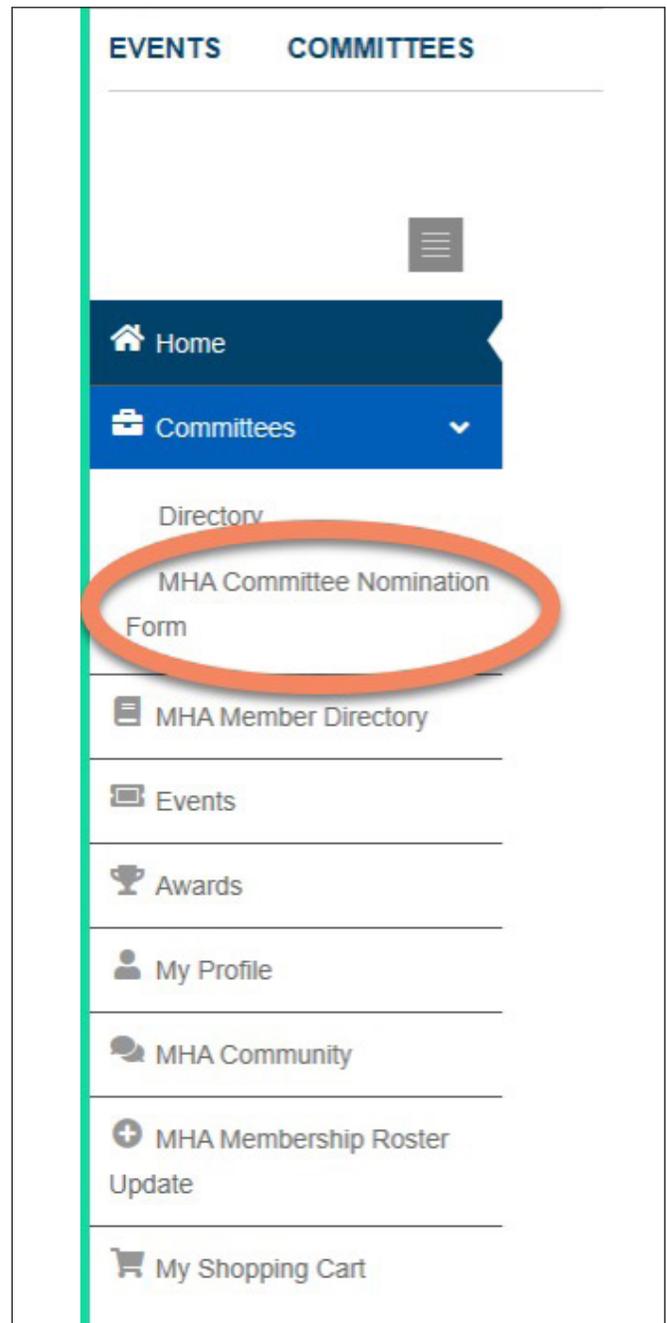
2. Log in to the MHA Member Portal with your username and password.

- Your login is the email address where the MHA sends your communications. If you are not sure what your password is, click **"Forgot Password"** on the login screen and the system will email a link to reset your password. Please contact **Brenda Carr** at **bcarr@mha.org** if you need further assistance.



3. If this your **first time** logging in, you will be prompted to set a new password for your account.

4. Once you have logged in, go to the left-hand column and choose **"Committees"** and then select **"MHA Committee Nomination Form"**.



When you select this option, you will be nominating **yourself** for open CCTF positions that you are eligible for. Follow the instructions to continue with self-nominations.

Self-Nomination Process

1. Select the CCTF you are interested in by clicking the "→ Continue" button.

MHA Committee Nomination Form

2021 - 2022 Program Year
Term of Service: July 1, 2021 – June 30, 2022

If you would like to serve on an MHA committee, council or task force (CCTF), please click on the appropriate link below to nominate yourself by May 20, 2021. After this date, the nominations will be closed. Please contact Brenda Carr at bcarr@mha.org if you have any questions.

Membership is determined by many factors, including issue expertise, geographic representation and the size and type of organization. Some groups are accepting a limited number of appointments; however, you should still indicate if you are interested in serving should an opening become available. The MHA makes every attempt to rotate representation and to provide new and interested members with the opportunity to participate. The nominations will be approved by the MHA Board in June 2021.

Please note: If you are currently serving on an MHA CCTF, you will need to go through the nomination process to ensure consideration for the upcoming program year.

You are eligible to nominate yourself for the following CCTFs:

BCBSM P4P Workgroup → Continue	Behavioral Health Integration → Continue	Health Information Technology Strategy Committee → Continue
MHA Council on Children's Health → Continue	MHASC HR Committee → Continue	Michigan Green Healthcare Committee → Continue

2. Once a CCTF is selected, make sure to choose your preference in the "Choice" and "Position" fields.

Behavioral Health Integration

To choose your preferences for this CCTF, select from the drop down on both the Choice and the Position. The "Choice" field will tell us if this is your first, second or third priority. The "Position" field will tell us what position, if your nomination is accepted, you prefer.

i Choice:

First
Second
Third

i Position:

Member
Chair
Vice Chair

[→ Nominate Myself for Behavioral Health Integration](#)

Be sure to click on the "Nominate Myself.." button to complete the nomination process. This will take you to a new window with a receipt of your pending nominations.

Guides the MHA's policy efforts for behavioral/physical health integration. Develops recommendations addressing access to behavioral healthcare services and fostering integration with the greater healthcare delivery system.

[Return to Committee Nomination List](#)

[Return to Your Profile](#)

3. Choose from the remaining buttons to proceed:

- a. [→ Nominate Myself for](#) to nominate yourself for the selected CCTF. If the "[→ Nominate Myself for...](#)" button is chosen, you will be directed to a new screen: "[Committee Self-Nomination Receipt](#)". (Note: Use the keyboard shortcut key **Ctrl + P** to open the print window to keep for your records). Your nomination is now in pending status with the MHA.
- b. [Return to Committee Nomination List](#) if you chose a CCTF in error and wish to select a different CCTF.
- c. [Return to Your Profile](#) to return to your profile, which contains your contact information. (If you have any changes to your profile, please contact **Brenda Carr** at bcarr@mha.org.)

Please Note: Choosing options "b" or "c" above, rather than option "a," will **not** process your nomination for the currently selected CCTF.

(Continued on next page.)

Self-Nomination Process *(continued)*

4. To submit another nomination, click **"Return to Committee Nomination List"** from the receipt screen and begin at #1 (under Self-Nomination Process) again.

Committee Self-Nomination Receipt

Thank you for nominating yourself to serve on the following MHA Committee(s), Council(s) and/or Task Force(s). You can screenshot this page for your records if you would like.

Behavioral Health Integration

Valued Member was nominated by Valued Member
Self-Nomination is #1, as Member

This nomination is pending.

3/16/2021

To nominate yourself for additional CCTFs, please click on the "Return to Committee Nomination List".

[Return to Committee Nomination List](#)

[Return to Your Profile](#)

CCTF Details

Membership is determined by many factors, including issue expertise, geographic representation and the size and type of organization. Some groups are accepting a limited number of appointments; however, you should still indicate if you are interested in serving should an opening become available. The MHA makes every attempt to rotate representation and to provide new and interested members with the opportunity to participate. The nominations will be approved by the MHA Board in June 2021.

Please note: If you are currently serving on an MHA committee, council or task force, you will need to go through the nomination process to ensure consideration for the upcoming program year.

Members are encouraged to contact **Sam R. Watson (swatson@mha.org)** or **Brenda Carr (bcarr@mha.org)** at the MHA if they believe an issue requires membership attention and is not addressed by one of the current groups. Questions about the decision-making or appointment processes at the MHA should also be directed to them.



Leading Healthcare

2112 University Park Drive | Okemos, MI 48864 | (517) 323-3443 | www.mha.org

