

# #3

**COMPLETE**

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## Page 1: Committee Overview Information

### Q1 Committee Name

### Membership Outreach

#### Q2 2017-2018 Committee Chair(s) - (First name, Last name, Preferred Email in event of contact after graduation)

Laura Clark  
lbrook31@uncc.edu

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#### Q3 2017-2018 Committee Members (First name, Last name, Preferred Email in event of contact after graduation)

Ripsi Patel - Ripsi.Patel@uncc.edu

Cynthiya Ruban - cruban@uncc.edu

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## Page 2: Report Summary

#### Q4 Committee Goals Established For The Year (Summarize each project with bullet points that break down the task)

1. Develop chapter engagement flyer
    - Learn focus areas/interests of student members to highlight key benefits for all degrees (i.e., MS, PhD, PharmD)
    - Obtain quotes from student members indicating their experiences/benefits of being ISPOR student chapter member
    - Pull key benefit details from ISPOR website
    - Create dissemination plan of flyers
  2. Develop chapter development and member engagement guidelines as template for distribution to new and existing chapters.
    - These guidelines will represent efforts made by UNC Charlotte given resources at UNC Charlotte and surrounding community.
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#### Q5 Achievements of Goals & Deliverables Executed During 2017-2018 (Note: This will be used for a blurb in the last issue of the Student Newsletter before the new Committees take over.)

Member engagement flyer and guideline templates were drafted for use among new and existing ISPOR student chapters.

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**Q6 Committee Members' Roles** (Do you break down the projects to have specific members of the Committee work on them? Separate roles by hitting Enter for another line)

Flyer Template - Ripsi Patel & Cynthiya Ruban

Guidelines Template - Laura Clark

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**Q7 Timeline For Any Open/Ongoing Projects**

Final drafts of the flyer and guideline templates will be completed 4/16/18.

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**Q8 Biggest Challenges during the year?** (Note: This will be used as part of a blurb for the Student Newsletter)

Everyone was extremely busy and it was a challenge finding extra time for completion of the deliverables in a timely manner.

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**Q9 Solutions/Suggestions For Overcoming Challenges** (Note: This will be used as part of a blurb for the Student Newsletter)

Set up a recurrent monthly meeting for deliverable status updates and exchange of ideas for incorporation.

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**Q10 Recommendations for Future Committee Members** (Note: This will be used as part of a blurb for the Student Newsletter)

Collaborate with chapter development and communications committee for continued evolution of these deliverables to meet the needs of chapters around the world.

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**Q11 Google Doc Links** (If N/A write that) & Key Resource Documents (email files to [studentnetwork@ispor.org](mailto:studentnetwork@ispor.org) and indicate the name of each document in the box below)

Key Resource Documents will be emailed to [studentnetwork@ispor.org](mailto:studentnetwork@ispor.org) with the following names:

MemberEngagementCommittee\_2017-2018\_GuidelinesTemplate

MemberEngagementCommittee\_2017-2018\_FlyerTemplate

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