# Community Leadership

## Yearly Community Needs Checklist

The list below is an ongoing checklist for sub-community leads to fold into the work they do for their respective communities. In an effort to assist in achieving goals, the secretariat of OpenHIE will plan regular meetings throughout the year to offer support and address needs.

We also encourage you to start conversations, obtain feedback, and ask questions in Discourse - our community forum!

| **Strategic Direction** |
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| Ensure strategic integration of activities and proceeds of working groups |
| Identifies gaps or opportunities for technical collaboration between sub-communities as it related to the OpenHIE architecture and brings those issues to the Architecture & Standards calls for discussion |
| Ensure someone is representing your sub community at Architecture & Standards calls |
| Check in on progress of the Architecture Roadmap and adjust as appropriate |
| **Implementer Support** |
| Document OpenHIE workflow including a documented use case or success story |
| Ensure that an exemplar solution is created |
| Reviewing/contributing to materials and recommending technical approaches |
| Creating implementation support materials and learning materials as appropriate |
| **Specification and Testing** |
| Document, maintain, and review the OpenHIE Architecture Specification for changes - the component section or sections relevant to your sub community |
| Maintain workflow (data exchange) documentation and determine when standards or processes need to be updated |
| Determine conformance testing needs (e.g., IHE, FHIR, or other) for workflow in coordination with Exemplar Software Owner and Technical Committee; with a focus on reusing existing tools and approaches |
| Review the architecture diagram and determine if there are any needed updates or changes |
| **Support Community Engagement Practices** |
| Draft materials for the subcommunity, support facilitation, help establish and maintain the subcommunity roadmap |
| Ensure subcommunity wiki pages are up to date & display accurate information |
| When needed, create agendas, facilitate meetings, and engage in community outreach to get key audiences involved |
| Look for work in progress to push to the OpenHIE Implementers Network (OHIN) calls for sharing with larger community |
| Identify and promote success stories by bringing them forward to the larger group |