



Healthcare Authors of Hampton Roads Group Charter and Membership Application

HCA of HR	<ul style="list-style-type: none"> An independent group open to healthcare professionals wanting to write and publish works about healthcare topics. A membership application is required (see page 4).
Mission	To provide an opportunity for members to network with other authors and to develop their writing and publishing skills
Group Administrators	<p>Karol Clark, MSN, RN, Best Selling Author, Speaker, and Entrepreneur at Karol@cfwls.com</p> <p>Marilyn Barton, BSN, RN, Editor, Author, and Educator at Marilynbarton1@gmail.com</p>
Group Facilitators	<ul style="list-style-type: none"> Karol for publishing and marketing topics Marilyn for writing topics
Speakers	As invited, depending on the desired topics
Vision	To create a stimulating environment that encourages healthcare authors to learn about writing and publishing so that they can critique each other's work with the goal of developing writings that are published.
Values	<ul style="list-style-type: none"> Every author's work has importance and intrinsic value. All types of writing about healthcare are welcomed to be submitted for review, e.g. fiction, nonfiction, poetry, short story, book, educational piece, editorial, research, article, blog, legacy, narrative, reflective writing, or humor.
Membership Application	Interested authors will provide their contact information, reason for wanting to join the group, and agree to the terms in this group charter (see page 4).
Format for Critique	<ul style="list-style-type: none"> The group has a suggested format for feedback. The purpose of the feedback is for the author to improve upon and develop their work. The critique will be submitted individually to the author as soon as it is completed by the reviewer.
Confidentiality	<ul style="list-style-type: none"> All aspects of group participation with remain confidential and within the group. Disclosure of contact information, group discussions, and/or written work will only be possible with the expressed verbal or written consent of the author.
Monthly Meetings	<p>3rd Wednesday of each month from 7-8 PM at:</p> <p style="text-align: center;"><i>Center for Weight Loss Success 645 J. Clyde Morris Boulevard Newport News, VA 23601</i></p>
Skype Meetings	<ul style="list-style-type: none"> 1st Wednesday of each month from 7-8 PM via private Skype group



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<i>Facebook Page</i>	<ul style="list-style-type: none"> • HealthCare Authors of Hampton Roads
<i>LinkedIn Page</i>	<ul style="list-style-type: none"> • HealthCare Authors of Hampton Roads
<i>Publishing Services</i>	<ul style="list-style-type: none"> • Would be outside the scope of this group but available for a fee as discussed with Karol
<i>Submission of Written Work</i>	<ul style="list-style-type: none"> • Author will coordinate with selected reviewers via email or other method • Due one week prior to the meeting to allow group members time to read and provide feedback.
<i>Group Discussion</i>	<ul style="list-style-type: none"> • Individual author's work will only be discussed within the whole group at a monthly meeting with the author's advance permission.
<i>Word Limit for Submitted Written Work for Review</i>	<ul style="list-style-type: none"> • Suggested word limit is within the range of 3,500 words (may be a selection of a larger work)
<i>Other Considerations</i>	<ul style="list-style-type: none"> • The intention of the group is to focus on a limited amount of work. • It is outside the scope of this group to provide manuscript review, proofreading, copy editing, or publishing services.
<i>Publishing</i>	<ul style="list-style-type: none"> • The intention of the group is for authors to develop skills necessary for self-publishing or to seek publishing services. • Unless otherwise specified, authors' works will not automatically be published by this group.
<i>Skype</i>	<ul style="list-style-type: none"> • Authors may also wish to Skype with one another in between meetings or to participate in monthly meetings (although it is recommended that authors attend in person).



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Format for Reviewers to Provide Feedback about Written Work

Title of Work	
Author	
Name of Reviewer	
Date of Review	

1. The title drew me in (scale of 1-3): _____
2. The topic was interesting to me (scale of 1-3): _____
3. The written work kept my interest (scale of 1-3): _____
4. The written work was the right length (scale of 1-3): _____
5. I enjoyed reading this written work (scale of 1-3): _____
6. After reading this, I would like to know more about:

7. My recommendations, if any, to improve this written work are:

Rating Scale of 1-3

- 1 = unclear, needs work, not interesting, start over
- 2 = good, has value, could use some work
- 3 = the best or most interesting, fine the way it is, no changes recommended



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Membership Application

First and Last Name	
Street Address	
City, State, and Zip Code	
Phone	
Email	
Brief Reason(s) for Wanting to Join the Group	

I agree to the terms set forth in this Group Charter dated September, 2015

Signature: _____ Date: _____

Please scan/email completed membership application to Karol Clark @ Karol@cfwls.com or Marilyn Barton @ Marilynbarton1@gmail.com or fax to (757) 873-1990.