

Argentum Executive Roundtable Program Policies

The Argentum Executive Roundtable Program provides senior executives of member companies a dedicated forum to exchange insights, best practices and solutions with peers. Members engage in open dialogue enabling these professionals to collaborate on long-term trends and challenges, navigate daily operational hurdles, and celebrate successes. Invitations to participate are extended to the CEO of Premier member companies who may designate the most senior executive on their team to each of the following roundtables.

- Chief Financial Officers
- Clinical Quality
- Chief Operating Officers/Senior Vice President of Operations
- Dining Services
- Human Resources
- Information Technology
- Purchasing/Procurement
- Regional Directors
- Sales and Marketing
- Memory Care
- Legal & Risk Management
- Resident Engagement

Eligibility and Policies

Roundtable membership is an exclusive benefit available to Premier members and is contingent upon maintaining an active and good-standing corporate membership. Roundtable membership is renewable; however, due to the program's limited capacity and high demand, extended absence or lack of participation in roundtable events may result in membership suspension. To maximize engagement and value, members are encouraged to participate in additional teleconferences and webinars as scheduled by each Roundtable chair.

There are no formal minutes recorded at an Executive Roundtable meeting in the spirit of encouraging idea sharing and discussion transparency. However, meeting notes will be taken to record attendance for Argentum internal purposes only and to serve the educational interests of the Roundtable members and Argentum Board. Topical meeting agendas will be made available in certain public Argentum materials.

Use of Recording devices

Audio or video recording of meetings is strictly prohibited unless explicitly approved in writing by Argentum for a specific purpose. However, AI transcription services may be utilized with prior approval, provided that participants are notified in advance and consent is obtained. Unauthorized recording or transcription by any participant or third party is a violation of this policy.

Note taking policy

Argentum will designate a trusted individual or staff member to take summary-style notes during meetings. These notes will focus on general themes, action items, and consensus points without attributing specific statements to individual participants.

Participant Agreement

As a condition of participation, attendees must acknowledge and agree to this policy prior to or upon check-in for each meeting. Agreements may be obtained through a registration form, virtual acknowledgment, or verbal agreement at the beginning of each meeting.

Confidentiality Clause

All notes taken during meetings are for internal use only and will not be shared with third parties unless required by law. Argentum will store these notes securely and limit access to authorized personnel only.

Member Roles

Roundtable members are invited to contribute agenda items for each meeting, ensuring discussions are relevant and impactful. When members convene, they are encouraged to actively participate and engage in meaningful, solution-focused dialogue. An Argentum staff liaison will be assigned to each Executive Roundtable. The staff liaison acts as a facilitator, providing logistical support, membership recruitment and roster assistance and supporting the efforts of the Roundtable chair. Argentum staff will reconfirm the eligibility of Roundtable members annually as members occasionally transfer to other positions or make other job changes making their membership incongruous to the goals of that Roundtable.

Executives who are not Argentum members but interested in participating in a Roundtable, may act as a “guest member” by attending a Roundtable meeting held at the Argentum Annual Conference & Expo or Senior Living Leadership Summit. To attend the meeting, a guest member must receive an invitation from the Argentum staff.

Chairs

Each Roundtable will appoint a chair, a process facilitated by the Argentum staff liaison. Chairs must sit on a roundtable for at least one year before gaining eligibility for chairmanship. Chairs serve a two-year term, which officially begins at an Argentum Annual Conference & Expo and may be extended for additional terms.

A Roundtable chair should be the most senior executive with exclusive, direct and full responsibility for the related discipline of the Roundtable.

If a company requests to have more than one company executive serve on a specific Roundtable, the decision for inclusion will be made at the discretion of Roundtable Chair and Argentum staff.

All Roundtable members must comply with the Argentum Antitrust Compliance Policy.

Roundtable Agenda Setting

In addition to asking Roundtable members for agenda items in advance of each meeting the staff liaison will work in consultation with other Argentum staff and President/CEO and the Roundtable chair to identify strategic, dynamic, and thematic issues for discussion. This may include inviting as appropriate speakers or guests to present during Roundtable meetings with the approval of the Roundtable chair. From time to time an opportunity may arise where Roundtable participants are able to work collaboratively on an initiative which will advance the collective industry. Those opportunities may be advanced through a separate and temporary work group of the Roundtable in consultations with the Roundtable Chair and Argentum staff. Consideration for resources (financial or otherwise) will be advanced to the Argentum Board of Directors based upon association priorities and budgetary constraints. Roundtable meetings will serve as an opportunity for progress updates and feedback.

Roundtable Communities

The staff liaison in consultation with the Roundtable chair will work to establish and foster a sense of community among Roundtable members by encouraging personal connections in agenda setting with introductions and/or “icebreakers” while as possible scheduling Roundtable related networking opportunities at industry events (i.e., Senior Living Executive Conference, SMASH, Argentum Leadership Summit, NIC, etc.)

Meeting Etiquette

- Come prepared. If your name is on the agenda please plan to make a contribution to the topic.
- Please silence your cell phone and refrain from using it during the meeting. If you must take a call, please take your conversation outside of the meeting room.
- In the interest of time, stay on topic, follow the agenda and keep side conversations to a minimum.
- Address any concerns about the discussion with your Roundtable Chairperson or Argentum Staff Liaison.