

2016 - 17

Chapter Operating Committees

Position Descriptions

2016 - 2017
ADVISORY COUNCIL
Immediate Past President
Estimated Hours: 10-20 Per Year
Term: 1 Year – Immediate Past President

<u>General Description</u> : This Committee serves in an advisory capacity to the Board of Directors. The Committee meets on an ad-hoc basis to review Chapter operations and procedures. This Committee is comprised of all active past presidents of the Chapter who are still members of HFMA.			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Hold meetings to review Chapter operations and procedures.	As needed		
2. Attend Chapter Board meetings and educational sessions, if possible.	Ongoing		
3. Attend Chapter Goals & Objectives meeting.	Early May		
4. Attend Chapter Education Planning meeting.	Early May		
5. Provide a list of active Committee Members to Secretary for Founders Points credit.	May		

**2016 - 2017
CERTIFICATION COMMITTEE
Estimated Hours: 4 – 5 hours per month per Co Chair; Members 1 – 2 Hours per Month
Term: 1 Year – Nominated**

General Description: This Committee is responsible for developing and implementing various strategies to increase the awareness of HFMA certification and the advancement of NH/VT Chapter members into the status of CHFP and FHFMA.

Goal: To be ranked first in HFMA for percentage of certified members of chapter members.

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Hold conference calls to touch base on progress toward strategies that increase awareness and advance member certification	As needed, usually monthly		
2. Submit committee report to chapter board prior to board meeting. If possible, chair or representative attends chapter board meetings and educational sessions.	Ongoing		
3. Submit newsletter articles (5 per year) supporting certification (Test your knowledge, other promotional articles)			
4. Attend Chapter Goals & Objectives meeting.	Early May		
5. Hold quarterly certification networking and training session for members.	Quarterly		Starting in July, 2016
6. Attend Chapter Education Planning meeting.	Late May		
7. Provide a list of active Committee members to Secretary for Founders Points credit.	May		

2016-2017
CHAPTER QUALITY MANAGEMENT COMMITTEE

Estimated Hours: 15-20 Per Year

Term: 1 Year – Nominated

<u>General Description:</u> This Committee establishes quality measures for Chapter activity and monitors quality activities within the Chapter.			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Assist in selection of committee members.	June 1		
2. Send out email to committee members welcoming them.	June		
3. Continue review of existing Chapter policies and procedures and challenge for appropriateness. Participate in annual update of Chapter Policies and Procedures document.	Ongoing		
4. Hold at least three (3) committee meetings during the year. Provide summaries to the members and to the Board.	Ongoing		
5. With the assistance of the Board member, identify a committee co-chair.	September 1		
6. Provide a summary of the projects status for the Chapter newsletter.	Quarterly		
7. Assist incoming committee chairperson (Immediate Past President) to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	February 15		
8. Develop updated committee materials and a listing of "best practices" to facilitate the committee in the upcoming year. These materials should be reviewed and provided to the new committee chairperson at the Mini-LTC.	March 1		
9. Attend Chapter Goals & Objectives meeting.	Early May		
10. Attend Chapter Education Planning meeting.	Early May		
11. Develop a year-end summary of activities and objectives for current year.	May		
12. Provide a list of active Committee Members to Secretary for Founders Points credit.	May		

**2016 - 2017
CORPORATE SPONSORSHIP COMMITTEE**

**Estimated Hours: 5 - 6 hours per month Chair; Members 2 hours
Term: 1 Year**

<u>General Description:</u> This Committee conducts the annual corporate sponsorship program soliciting corporate sponsors. The Committee should also evaluate the benefits returned to the sponsors and continually review ways to enhance the program.			
Committee Goal – to expand Committee membership to at least 5 members.			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Assist in selection of committee members.	April		
2. Send out letter to committee members welcoming them.	April		
3. Develop a listing of potential corporate sponsors for the upcoming year for Board review.	June – August Board Meetings		
4. Update corporate sponsor booklet, prepare flyers, and send request letters/invoices to all sponsors.	September/October		
5. Establish committee goals for (a) number and type of sponsors, and (b) types of activities to be offered. Monitor program status and report results to Board.	May & Ongoing		
6. Introduce corporate sponsors at Chapter activities.	Ongoing		
7. Send correspondence on a regular basis during the year to keep HFMA in front of sponsors and inviting them to Chapter activities.	Ongoing		
8. Prepare and conduct a survey of corporate sponsors regarding how to improve the program.	March		
9. Provide a monthly report of activities and progress on goals and objectives for the Board meetings.	Per Board Meeting schedule		
10. Assist incoming committee chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	February		
11. Attend LTC (Chair); Develop updated committee materials and a listing of “best practices” to facilitate the committee in the upcoming year. These materials should be reviewed and provided to the new committee chairperson at the Mini-LTC.	March 1		
12. Develop a year-end summary of activities and objectives for current year.	May		

13. Attend Chapter Goals & Objectives meeting.	Early May		
14. Attend Chapter Education Planning meeting.	Early May		
15. Meet with incoming Chair(s) to review role and responsibilities	May		
16. Provide a list of active Committee Members to Secretary for Founders Points credit.	May		

**2016 - 2017
EDUCATION COMMITTEE**

**Estimated Hours: 8 Per Month Chair; Co Chairs 4 hours per month; Coordinator Webinars 8 hours per session
Life Event Coordinators 20 hours per event; Event Members 4 – 5 hours
Term: 1 Year – Co Chairs; President-Elect**

<u>General Description</u> : This Committee is responsible for establishing educational programs which meet Chapter member needs as identified in the annual survey, as well as, responding to the immediate educational needs which arise during the year. This Committee is chaired by the President-Elect of the Chapter.			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Assist in selection of committee members.	March – April		
2. Hold pre-planning session in connection with the Annual Meeting. Solicit new members for the committee and topics for consideration for the following year.	March		
3. Hold educational planning meeting in early May to plan the preliminary and tentative educational calendar for the coming year. Consideration to be given to the Chapter Balance Score Card goals as established by national HFMA.	Early May		
4. Provide tentative meeting schedule with proposed dates and topics. This includes input to the HFMA PPT schedule on-line.	After May Planning session		
5. From the program calendar established, develop a budget for educational programming that can be used by the chapter Treasurer for the overall chapter financial budget.	After May Planning session		Must submit a completed Education Planning Tool to National by June 1
6. Assign each of the educational programs and webinars to one of the co-chairs who will be responsible for oversight of the programs to include but not be limited to (1) review of proposed budget and planned attendance (2) marketing plan to assure attendance goals are achieved, (3) help facilitate contract negotiations with education venues, and (4) mentoring in other areas of program coordination as necessary	Throughout the year		
7. Hold at least four (4) education committee conference calls during the year to check on progress of upcoming meetings and areas where program coordinators may require assistance.	Quarterly		
8. Provide a report of activities and progress on goals and objectives for the Board meetings.	Per Board Meeting schedule		

9. Meet with incoming Chair(s) to review role and responsibilities	May		
10. Provide a list of active Committee Members to Secretary for Founders Points credit.	May		
11. Attend mini-LTC and report on goals objectives for the coming year.			

2016 – 2017
MEMBERSHIP & VOLUNTEER COMMITTEE

Estimated Hours: 4-8 Per Month

Term: 1 Year – Nominated

<u>General Description:</u> This Committee develops and conducts programs to solicit and expand Chapter membership with the objective of meeting the membership campaign and recruiting goals established by National HFMA. The Committee should also consider programs to expand membership to other areas of the healthcare industry that are not currently served by HFMA.			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Attend Board Meetings.	Per Board Meeting Schedule		
2. Provide a report of activities and progress on goals and objectives for the Board meetings.	Two days in advance of each Board meeting		
3. Recruit committee members.	June		
4. Invite Committee to participate in National Membership Teleconference.	August		
5. With the assistance of the President, identify a committee co-chair. Ensure co-chair is trained for potential transition to chair at appropriate time.	January		
6. Working with committee, develop a strategic plan for member recruitment and retention with a focus on Physician Practices, women, early careerists, and payers.	March/April		
7. Prepare and send out welcome packets to new members	Ongoing		
8. Submit to Newsletter Committee list of new members			
9. Invite new members to participate in education events and other volunteering opportunities.	Ongoing		
10. Attend Chapter Goals & Objectives meeting.	Early May		
11. Attend Chapter Education Planning meeting.	Late May		
12. Develop a year-end summary of activities and objectives for current year to report to board.	May		
13. Attend Chapter activities whenever possible.	Ongoing		
14. Develop and maintain process to identify new members.	Ongoing		
15. Assist incoming committee chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	As Applicable		
16. Meet with incoming Chair(s) to review role and responsibilities	May		

17. Provide a list of active Committee Members to Secretary for Founders Points credit.	May		
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**2016 – 2017
NEWSLETTER COMMITTEE**

Estimated Hours: 15 hours per newsletter; Committee Member 2 hours per newsletter

Term: 1 Year – Nominated

General Description: To publish at least four (4) Chapter newsletters during the course of the Chapter year, conveying to the membership pertinent news relative to the activities of the Chapter and health care activities in the two-state area. All newsletters are to meet the minimum standards for newsletters as established by HFMA National.

Goal: To publish 5 newsletters per year. Each committee member would submit at least one article per year to the newsletter.

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Attend Board Meetings.	Monthly		
2. Provide a report of activities and progress on goals and objectives for the Board meetings.	Monthly		
3. Recruit committee members.	July		
4. With the assistance of the President, identify a committee co-chair. Ensure co-chair is trained for potential transition to chair at appropriate time.	June		
5. Establish a listing of newsletter publication and submission deadline dates for the year for reporting to the Board.	July		
6. Develop updated committee materials and a listing of “best practices” to facilitate the committee in the upcoming year. These materials should be reviewed and provided to the new committee chairperson (as applicable).	March		
7. Attend Chapter Goals & Objectives meeting.	Early May		
8. Attend Chapter activities whenever possible.	Ongoing		
9. Hold at least two (2) committee meetings during the year.	Ongoing		
10. Publish at least four (4) editions of the Chapter newsletter. The newsletter will be revised to include standing articles relative to technical topics of interest to Chapter members.	Ongoing		
11. Recognize members who contribute to the Chapter in the newsletter.	Ongoing		
12. Comply with Davis Chapter Management Guidelines for Newsletter.	Ongoing		
13. Assist incoming committee chairperson to ensure that the committee’s goals and objectives are properly updated in advance of the strategic planning session.	As Applicable		

14. Develop a year-end summary of activities and objectives for current year to be presented to the Board.	May		
15. Meet with incoming Chair(s) to review role and responsibilities	May		
16. Provide a list of active Committee Members to Secretary for Founders Points credit. Submit a list of newsletter article submitters to the Secretary for Founders Points credit.	May		

**2016 – 2017
NOMINATING COMMITTEE**

Estimated Hours: Varies

Term: 1 Year – Immediate Past President, Member at Large

General Description: This Committee approves eligible Chapter nominees who have been recommended by the five Chapter officers for elective positions. Nominees include President, President-Elect, Secretary, Treasurer, vacant positions on the Board of Directors, and Nominating Committee Member-at-Large. Nominations must be presented to the full membership for voting at the February Annual Meeting. This Committee is comprised of the four most immediate past presidents of the Chapter who are active members of HFMA and the Nominating Committee Member-at-Large.			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Hold at least one (1) committee meeting either by phone or in person during the year.	August		
2. Prepare and distribute ballots, tally, and otherwise “oversee” the election process.	February		
3. Notify all nominees of the outcome of election and publish an article in the Chapter newsletter.	March		
4. Develop a year-end summary of activities and objectives to support DCMS election reporting requirements.	March 15		
5. Attend Chapter Goals & Objectives meeting.	Early May		
6. Provide a list of active Committee Members to Secretary for Founders Points credit.	May		

**2016 – 2017
SCHOLARSHIP COMMITTEE**

**Estimated Hours: 8 Per Year
Term: 1 Year – Nominated**

General Description: This Committee coordinates the activities related to the Christopher Weinheimer Scholarship program: University of New Hampshire and University of Vermont scholarship awards, the Immediate Family Member of HFMA member scholarship awards, and the Continuing Education scholarship awards.

Goals 2016/2017: Create the structure for scholarship applications/awards for membership and attending education events. Review current objectives and program structure of Scholarship criteria (possibly change to recipient to Junior and add the benefit of a student membership?)

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Based on the agreements we have with both UNH and Champlain College, prepare check requests for payment of \$2,000 to each school for the scholarship funding of the recipients that will be selected by each school in May.	Mid April		
2. Send request for scholarship recipient names to UNH and Champlain.	April		
3. Receive and process requests for Immediate Family Member and Continuing Education scholarship awards.			
4. Invite recipients to awards event for Chapter.	February		
5. Send press releases to the area newspapers and chapter newsletter.	December		
6. Prepare certificates for recipients.	March		
7. Present certificates to recipients.	At Annual meeting in March		
8. Prepare request for Chapter Treasurer for checks to send to Immediate Family Member and Continuing Education scholarship awardees.	As approved		
9. Meet with incoming Chair to review role and responsibilities	May		
10. Provide a list of Active Committee Members to Secretary for Founders Points credit.	May		

2016 – 2017
LINK COMMITTEE
Nominated
Estimated Hours: 8 Per Year
Term: 1 Year – Nominated

<u>General Description</u> : This Committee reviews and coordinates the Chapter’s response to policy and regulatory questions from HFMA national and ensures a timely, representative response.			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Organize a LINK Committee to respond quickly to time limited requests for information.			
2. Committee chair receives and processes requests for chapter input on issues from the National LINK Committee.	Ad hoc		
3. On receipt of a request, meet with Committee to review issue and plan method of gathering input (research, outreach, gathering member input, etc.).	Ad hoc		
4. Invite chapter members to provide input on the issue using the selected method.	Ad hoc		
5. Gather to compile and synthesize responses to issue.	Ad hoc		
6. Draft summary response.	Ad hoc		
7. Share summary response with New Hampshire –Vermont chapter Board, chapter members and with National LINK Committee.	Ad hoc		
8. Share with chapter members any national summaries provided by the LINK Committee.	Ad hoc		
9. Meet with incoming Chair to review role and responsibilities	May		
10. Provide a list of Active Committee Members to Secretary for Founders Points credit.	May		