

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position: Chairperson, Communications Committee/Editor

Term: Two Years

Revised: August, 2008
May 8, 2002
February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Publishes newsletter on a timely basis as required by national guidelines and consistent with Chapter needs.
3. Obtains articles from a variety of sources including Chapter members, National HFMA, sponsors, speakers and any other authors who provide their expertise on topics of interest to the Chapter.
4. Works with the appropriate committees to advertise upcoming Institutes and other programs as well as keynote speakers.
5. Works with Sponsorship Committee to coordinate advertising for the newsletter.
6. Ensures distribution of *Hoosier Times* to Region 7 Presidents and Chapter Regional Executive.
7. Submits quarterly report to National HFMA as required to comply with reporting requirements.
8. Takes photos at Chapter institutes and other events for inclusion in newsletter and/or website.
9. Keeps newsletter section of Chapter website updated which includes highlights of upcoming issues, current issue, archived copies, and photos from past Chapter activities.
10. Ensures that the Board Liaisons are kept informed of Committee activities.
11. Develops future leaders by effectively involving all members of the Committee.
12. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
13. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
14. Other initiatives as indicated by the Strategic Plan or by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: **Chairperson, Education Committee (Vice President)**

Term: **One Year**

Revised: **August, 2008**
 May 8, 2002
 February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Plans and executes all education programs delivered by the Chapter
3. Ensures timely adherence to the established process for planning and executing educational programs, including:
 - a. Ensuring that educational institutes operate smoothly in conjunction with Course Coordinator.
 - b. Planning programming for educational institutes with input from various committees; and
 - c. Facilitating preparation and distribution of brochures to all members and selected non-members.
4. Assigns a Course Coordinator for each educational session who will:
 - a. Maintain communication with committee members to ensure that the program is finalized in a timely manner;
 - b. Coordinate introduction of speakers;
 - c. Make announcements as necessary; and
 - d. Perform such other duties as necessary to ensure the success of the education program.
5. Ensures that on-line evaluation survey is distributed to attendees after each education program. Distributes results to board of directors and committee members.
6. Works with Administrative Support to ensure timely publication of promotional material for educational sessions.
7. Prepares articles promoting education to support the newsletter.
8. Keeps Chapter website updated with current information about education programs.
9. Develops future leaders by effectively involving all members of the Committee.
10. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
11. Provides recommendations for the next year's Vice Chairperson.
12. Participates in the Strategic Planning Process as needed.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: **Chairperson, Healthcare Policy Committee**

Term: **One Year**

Revised: **August, 2008**
May 8, 2002
February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Prepares articles for the Chapter's newsletter on an as needed basis.
3. Provides educational programming for the Legislative Institute.
4. Ensures timely adherence to the established process for planning and executing educational programs, including submitting required documentation for the brochure to Administrative Support.
2. Assigns a Course Coordinator who will:
 - a. Maintain communication with committee members to ensure that program is finalized in a timely manner;
 - b. Coordinate introduction of speakers;
 - c. Make announcements as necessary; and
 - d. Perform such other duties as necessary to ensure the success of the education program.
5. Ensures that the Chapter web site is updated on a regular basis (at least monthly).
Needed?
6. Responds to National HFMA and allied health groups when necessary.
7. Ensures that Board Liaisons are kept informed of Committee activities and needs.
8. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
9. Develops future leaders by effectively involving all members of the Committee.
10. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
11. Other initiatives as directed by the Strategic Plan or by the Chapter Board of Directors or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Chairperson, Key Performance Indicators

Term: One Year

Revised: May 3, 2004; August 14, 2008; October 13, 2009

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Coordinates annual compilation and analysis of KPI data to provide comparative benchmarking information to Indiana hospitals.
3. Coordinates presentation of summary of KPI data at an educational program, generally the Annual Spring Institute.
4. Ensures that Board Liaisons are kept informed of Committee activities and needs.
5. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
6. Develops future leaders by effectively involving all members of the Committee.
7. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
8. Other initiatives as directed by the Strategic Plan or by the Board or Chapter President.

Student Member Benefits

The Chair of the committee will give the Chapter administrative assistant the names and contact information of the students eligible for membership in HFMA. The assistant will register them for national HFMA membership.

Each student member of the committee will receive a complimentary one-day attendance at the annual spring institute.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Chairperson, Membership Quality Committee

Term: One Year

Revised: August 14, 2008
May 8, 2002
February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Prepares a minimum of one article for the Chapter's newsletter.
3. Distributes welcome letter and free Institute Certificate to new members and transfers.
4. Ensures that new members receive effective orientation to the Chapter through new member program and by monitoring the activities of the mentoring program as directed by the President.
5. Identifies ways to retain and increase membership.
6. In collaboration with Networking Committee, offers membership information events throughout the state.
7. Provides educational programming as needed for educational institutes.
8. Ensures that Board Liaisons are kept informed of Committee activities and needs.
9. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
10. Develops future leaders by effectively involving all members of the Committee.
11. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
12. Other initiatives as directed by the Strategic Plan or by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA
Position Description

Position: Chairperson, Networking Committee

Term: One Year

Revised: August 5, 2008
May 8, 2002
February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Works with Chapter Administrative Support to coordinate needs for meeting sites.
3. Plans and arranges for social and other networking events to develop opportunities for members to interact and learn from each other, including the Mini-LTC.
4. Coordinates annual Fall golf outing (in collaboration with Sponsorship Chair) to support Scholarship Program.
5. Ensures that registration table for each educational program is staffed.
6. Ensures timely adherence to the established process for planning and executing educational programs, including submitting required information for the brochure to Administrative Support.
7. Assists membership quality committee with mentoring program.
8. In collaboration with Membership Committee, offers membership information events throughout the state.
9. Ensures that Board Liaisons are kept informed of Committee activities and needs.
10. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
11. Develops future leaders by effectively involving all members of the Committee.
12. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
13. Other initiatives as directed by the Strategic Plan or by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Chairperson, Professional Development Committee

Term: One Year

Revised: August, 2008
May 8, 2002
February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Prepares a minimum of two articles for the Chapter's newsletter.
3. Keeps Chapter members informed about HFMA Certification opportunities and requirements.
4. Encourages Chapter members to attain HFMA Certification.
5. Promotes the image of HFMA Certification in the Chapter.
6. Supports education programs by providing speaker and topic recommendations for sessions at spring institute and for other programs as requested.
7. Ensures that Chapter members are kept informed of Chapter's financial support of certification; e.g., reimbursement of materials and test costs and complimentary institute upon passing of exam.
8. Ensures that Board Liaisons are kept informed of committee activities and needs.
9. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
10. Develops future leaders by effectively involving all members of the Committee.
11. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
12. Other initiatives as directed by the Strategic Plan or by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Chairperson, Sponsorship Committee

Term: One Year

Revised: August, 2008
May 8, 2002
February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Recruits sponsors for Bronze, Silver, Gold and President levels.
3. Recruits sponsors for education and networking events.
4. Uses tracking method to ensure sponsors receive all benefits.
5. Coordinates special sponsor recognition events such as golf outing or luncheon.
6. Works with Administrative Support to ensure that all payments are received in a timely manner. Authorizes prorated fees for partial year sponsorship.
7. Updates Administrative Support, Communications and Website Chairs on a regular basis to ensure seamless delivery of benefits.
8. Plans and executes the Vendor Show as part of the Spring Educational Institute and Vendor Exhibition.
9. Communicates and coordinates needs with Administrative Support.
10. Ensures that Board Liaisons are kept informed of Committee activities and needs.
11. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
12. Develops future leaders by effectively involving all members of the Committee.
13. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
14. Other initiatives as directed by the Strategic Plan or by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: **Chairperson, Strategic Planning Committee
(President-Elect)**

Term: **One Year**

Revised: **August 2008
May 8, 2002
February 21, 2000**

RESPONSIBILITIES AND DUTIES:

1. Develops and supports Davis Chapter Management "best practices" to help meet the needs of our members.
2. Conducts a strategic planning session to:
 - a. Review and analyze membership survey (Chapter and/or National);
 - b. Review and revise (if necessary) mission and vision statements;
 - c. Establish annual goals and objectives; and
 - d. Create action plan to achieve goals and objectives.
3. Presents the Chapter's Strategic Plan to the Chapter board of directors for review and approval.
4. Prepares articles promoting strategic planning to support the newsletter.
5. Reviews and updates, as necessary, Chapter policies and procedures and presents to board of directors for approval.
6. Reviews and updates, as necessary, the Chapter By-Laws and presents to board of directors and National HFMA for approval.
7. Ensures that Board Liaison is kept informed of all Committee activities and needs.
8. Monitors and updates Chapter Balanced Scorecard report for distribution to directors prior to regularly scheduled Board meetings.
9. Develops future leaders by effectively involving all members of the Committee.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA
Position Description

Position: **Chairperson, Website Development/Maintenance**

Term: **One year**

Revised: **August 2008**
 May 8, 2002

RESPONSIBILITIES AND DUTIES:

1. Develops content for the Chapter website using the most recent information available from the state and national chapters.
2. Maintains the Chapter website and ensures that all content is accurate and up-to-date as well as functioning properly.
3. Maintains regular contact with other committee chairs to keep abreast of current Chapter topics.
4. Ensures that Chapter leadership is kept apprised of all current and projected website development activities.
5. Presents goals and strategies for the upcoming chapter year to the Strategic Planning Committee to ensure that goals and objectives are consistent with the overall Chapter goals and objectives.
6. Provides recommendations to Chapter officers and board leadership for subsequent year committee leadership.
7. Monitors the website and incorporates changes requested by the committees and the Chapter leadership.
8. Ensures that the Chapter website fulfills all obligations as contained in the Chapter Strategic Plan.
9. Ensures that Board Liaison is kept informed of all Committee activities and needs.
10. Prepares report for distribution to directors prior to regularly scheduled Board meetings.
11. Other initiatives as directed by the Strategic Plan or by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Board Member

Term: Three Years (unless appointed to fill director vacancy)

Revised: August 2008
May 2002
June 1, 1997

RESPONSIBILITIES AND DUTIES:

1. Attend a summer board orientation and training session.
2. Attend a minimum of three board meetings each Chapter year.
3. Serve as a liaison to the Board of Directors for a specific Committee(s) which
4. includes the following duties:
 - a. Representing the Committee(s) at Board meetings;
 - b. Reporting items requiring Board action;
 - c. Reporting items of importance at Board meetings;
 - d. Reporting and following up on projects planned by the Committee(s) and reporting to the President periodically; and
 - e. Monitoring the effectiveness of communications and delegation and reporting to the President.
5. Serve as a resource for the Chairperson and Vice Chairpersons of the Committee(s) for guidance and assistance.
6. Attend Board meetings or provide a report in advance if unable to attend.
7. Oversee financial performance and general operations of the Chapter.
8. Review and adopt the Strategic Plan as updated.
9. Oversee and evaluate Chapter performance as required by the Davis Chapter Management System and Chapter Balanced Score Card.
10. Ensure that the Constitution and Bylaws are kept current.
11. Maintain a prominent role in the Chapter mentoring program to promote and encourage member development.
12. Other initiatives as directed by the Strategic Plan or directed by the Board or Chapter President.