

INDIANA PRESSLER MEMORIAL CHAPTER HFMA

Position Description

Position: **President**

Term: **One Year**

Revised: **August 2008**
 May 8, 2002
 June 1, 1997

RESPONSIBILITIES AND DUTIES:

1. Responsible for Chapter operations as the Chief Executive Officer.
2. Recommends Committee Chairpersons and Vice and presents to Board of Directors for approval.
3. Presides at Board meetings.
4. Monitors and reports progress made toward achieving goals and objectives in the Strategic Plan to the Board of Directors.
5. Monitors Chapter financial position.
6. Monitors compliance with Davis Chapter Management System and other National reporting requirements.
7. Conducts awards ceremonies, including sending advance notice letters to all recipients.
8. Presides at the Annual Meeting and Special Meetings of the membership.
9. Ensures that the Constitution and Bylaws are kept current.
10. Represents the Chapter at National meetings, including ANI and Fall Presidents Meeting.

11. Region 7 Operating Agreement responsibilities:
 - a. Directs that the following documents be sent to the Regional Executive and Regional Executive-Elect:
 - i. Membership directory;
 - ii. Newsletters;
 - iii. Meeting brochures;
 - iv. Board Minutes; and
 - v. Chapter survey summaries.
 - b. Includes Regional Executive, Regional Executive-Elect and National Board Member on the Chapter's mailing list.
 - c. Invites Regional Executive, Regional Executive-Elect and National Board Member to at least one Chapter meeting (preferably the Annual Meeting).
12. Prepares *Message from the President* and *Board Highlights* for each newsletter and for the website.
13. Ensures that a financial review is performed on the records of the previous Chapter fiscal year in accordance with the approved policy entitled Annual Financial Review.
14. Appoints ad hoc committees, as deemed necessary for successful Chapter operations.
15. Other initiatives as indicated by the Strategic Plan or directed by the Board or Chapter President.

Position Description

Position: **President-Elect**

Term: **One Year**

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

RESPONSIBILITIES AND DUTIES:

1. Manages Committee development and operations by:
 - a. collecting and disseminating committee meetings to Officers;
 - b. supplying minutes to Chairs;
 - c. conducting the Committee sign-up for next year; and
 - d. preparing final Committee list for committee structure during term as President.
2. Chairs the Nominating committee to select new officers and board members.
3. Coordinates the selection of Committee Chairs and Vice Chairs, including filling any vacancies, with the other Officers.
4. Presides at Board and Executive Committee meetings in the absence of the President.
5. Ensures that election ballots and proxies are prepared and mailed to all Chapter members prior to election.
6. Summarizes the results of election proxies received and presents to the President prior to the election.
7. Chairs the Strategic Planning Committee and updates the plan for his/her year as President.
8. Plans the Mini-LTC in conjunction with the other Officers.
9. Presents Strategic Plan to Board of Directors in April of term of office.

10. Distributes Strategic Plan as follows:
 - a. Provide copy to National HFMA and
 - b. Publish Executive Summary, Vision, Mission and Values in Summer newsletter after Board approval.
11. Ensures that the Chapter Policies & Procedures Manual is maintained and revised as necessary.
12. Plans the annual acknowledgment of the outgoing President.
13. Assists the President as requested.
14. Other initiatives as indicated by the Strategic Plan or directed by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Vice President

Term: One Year

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

RESPONSIBILITIES AND DUTIES:

1. Chairs the Education Committee (see Chairperson, Education Committee, position description for these responsibilities).
2. Serves as a member of the Nominating Committee.
3. Ensures that all records listed on the Record Storage and Retention Schedule are filed in the central file location at the end of the Chapter fiscal year.
4. Obtains speaker for the IHHA Annual meeting session sponsored by HFMA.
5. Other initiatives as indicated by the Strategic Plan or directed by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Secretary/Treasurer

Term: One Year

Revised: August 2008
October 5, 2005
May 8, 2002
February 21, 2000

RESPONSIBILITIES AND DUTIES:

1. Maintains adequate financial records and adheres to approved financial policies/procedures, with the aid of the Assistant Treasurer.
2. Reviews and processes payment of invoices upon receipt from Administrative Assistant. Reviews check and credit card payment reports received from Administrative Assistant.
3. Reviews monthly financial statements prepared by the Assistant Treasurer using an accrual method of accounting in accordance with National HFMA guidelines.
4. Ensures distribution of monthly financial statements to Board at least one week prior to scheduled Board meeting.
5. Presents financial statements at Board meetings.
6. Obtains necessary financial information from committee chairs to prepare annual budget; presents draft budget to the board at the April board meeting; finalizes budget for board review and approval vote at May Mini-LTC; and submits final budget to National by deadline.
7. Proposes investment options to Board and invests Chapter funds upon approval vote of the Board.
8. Reviews annual 990 tax return prepared by Assistant Treasurer; provides copy to President for review; and submits to National HFMA by deadline.
9. Recommends accounting firm to conduct annual review and alternates firms from year to year. Reviews engagement letter and oversees annual review of books; submits copy to President for review; and sends to National by deadline.
10. Ensures that the following records are filed in central location to meet Davis Chapter Management System documentation requirements:
 - a. Financial statements;

- b. Annual Operating Budget;
 - c. Copy of financial information submitted to National HFMA for tax return.
11. Ensures that the following documents are filed in central location for possible future audit by State Board of Accountancy:
 - a. CPE sign-up forms for each educational institute; and
 - b. Brochure for each educational institute.
 12. In absence of Administrative Support, records minutes at Board meetings, transcribes and distributes as appropriate.
 13. Serves as a member of the Nominating Committee.
 14. Attends National LTC and other national meetings as possible.
 15. Trains incoming Secretary/Treasurer to allow for seamless delivery of service.
 16. Reviews and updates job description and financial policies and procedures as necessary.
 17. Ensures that expense form/process reflect current reimbursement guidelines.
 18. Other initiatives as indicated by the Strategic Plan or directed by the Board or Chapter President.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Position Description

Position: Assistant Treasurer Position – Not an Officer Position

Term: Three Years

Approved: April 28, 2010
August 14, 2008
September 1, 2006

The Assistant Treasurer will assist the Treasurer with the presentation of financial statements, approval of invoices, monitoring of funds, and balancing and closing of the books at month end.

The Assistant Treasurer will not be a member of the Board, but will keep the Chapter's books.

The Assistant Treasurer will be appointed by the President with input from the incoming Treasurer for the year in which the position needs to be filled. All decision making responsibilities will remain with the Treasurer and the only substantial change is that the Treasurer will no longer perform the detailed accounting work for the Chapter.

This position will be a three-year term. The member serving in the position will be eligible to be appointed for one additional three year term, for a maximum of six years.

Responsibilities and Duties:

- Reconcile and/or assist in the reconciliation of the bank account each month in a timely manner and forward said reconciliation along with the bank statement to the Treasurer. The Treasurer will review the reconciliation for accuracy and will verify that all transactions have been recorded appropriately.
- Coordinate and/or assist in the coordination of the annual budget preparation. Upon approval by the Board of Directors, enter the budget into the accounting program used by the Chapter.
- Coordinate and/or assist in the coordination of the annual financial review and subsequent report to National.
- Oversee implementation of any process or internal control recommendations made by the firm reviewing the financial records.
- Assist in proposing investment options to the treasurer and manage investment funds with appropriate oversight by the Treasurer and the Board.
- Assist in the annual review of all financial policies and procedures and propose any modifications to the Board of Directors.

- Prepare periodic financial statements at the direction of the President or Board.
- Prepare annual 990 report and any other reports required by National.
- Submit monthly financial statements to the Treasurer and Administrative Assistant. The Administrative Assistant will distribute the reports to the Board prior to a board meeting. The Treasurer will present financial reports to the Board of Directors at each board meeting.
- Deposits will be made by the Administrative Assistant who will forward all deposit information to the Assistant Treasurer for recording. The information will be sent to the Treasurer at the same time so s/he can assure that all deposits are being made in an accurate and timely manner.
- The Treasurer will continue to issue/write checks (as outlined in the Check Processing section of the Policy Manual), immediately notifying the Assistant Treasurer of all checks written.

Qualifications

- Five years of accounting experience
- Willingness to make a three-year commitment to the position with the possibility of a second three-year term, not to exceed two consecutive terms.

Other

- The Chapter will pay for registration fees for educational meetings and/or travel to those meetings (Chapter or National) up to a maximum value of \$1,000.00.