

TITLE: Committee Job Descriptions

Date: 04/25/2014

Approval:

Original Approval: 04/25/2014

Colorado HFMA Chapter Board President

Reviewed: Majority Board
Approval

Revised:

**Cross-Reference

Committees Reporting to the President

Nominating Committee

Per the bylaws, the committee is comprised of a minimum of five Board members and two at-large members. The Chair will be a Board member. The Co-Chair will be the current President. The other members are the President-Elect, Immediate Past-President, and the rest to be determined per the bylaws as stated above.

The Nominating Committee shall meet at least once each fiscal year. The Chairperson of the Committee shall report out the names of the candidates, each of whom shall have provided written or electronic consent to stand for election, to the President of the Chapter within ten (10) days of receipt of such consents, but in no event later than February 15th of each year.

President's Advisory Council (PAC)

This committee consists of Past Presidents only and addresses higher level decisions and issues that may arise during the course of the Chapter Year. This committee is responsible for the recommendation of Yerger Award applications to be submitted to HFMA National for consideration.

At the beginning of year fiscal year, a determination will be made based on the goals established for the current year whether or not a Yerger should be sought. If the decision is yes, this Committee will be responsible for understanding the Yerger Application requirements and structuring the work around the goals to ensure that appropriate data and information is compiled during the course of the year. During February and March, the Yerger application should be prepared, a reviewer identified and the application submitted by April 1.

The PAC will meet at the Chapter's Annual Meeting each April. The incoming President will be invited and asked to share his/her ideas on how the PAC may be of assistance during his/her Presidency.

Committees Reporting to the President-Elect

Communications/Marketing/Social Networking Events

The Communications/Marketing Committee works with all committees to provide communication and education for members through the chapter newsletter, website and other forms of electronic media such as LinkedIn, Facebook, Twitter, etc. The Communications Committee is responsible for the coordination and publication of four (4) newsletters for chapter members and will ensure that the newsletters meet all applicable Davis Chapter Management System requirements.

The Committee shall also work with Chapter Leadership towards the development of two independent Social Networking Events during the year, preferably in collaboration with other professional organizations. The Committee will work with Program Chairs on development and management of social networking events at individual conferences.

The Committee will develop and maintain processes to encourage members to confide when they are involved in a job search, or to inform the Co-Chair when there is an opening at their place of employment. The committee will maintain a Job Referral page on the Chapter Website. The job descriptions provided will be posted to the Job Referral page within one week of receipt and the job postings on the website will be reviewed monthly for appropriateness (i.e. position has been filled).

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- **Membership Directory**

The Colorado Chapter directory sub-committee will be responsible, in conjunction with the Membership Committee, for distribution and publication of the annual directory. The directory sub-committee will coordinate and receive current member information through HFMA National Member services.

- **Newsletter**

The newsletter sub-committee will be responsible for four (4) newsletters for the chapter members and will ensure all newsletters meet the appropriate Davis Chapter requirements. The quarterly newsletters will be issued in the months of July, October, January, and April and will be posted on the website by the last day of each respective month. This committee is also responsible for soliciting articles and advertisements for publishing the newsletter including but not limited to President's Message, Annual Sponsorship Benefit, timely and relevant articles. The Chair will coordinate with the office manager to ensure annual sponsors have the opportunity to submit articles and advertisements for the newsletters.

- **Social Media**

The social media sub-committee will be responsible for updating the chapter's Facebook and LinkedIn pages on a regular basis and at a minimum every 30 days. This includes posting articles from the recent newsletters, topical conversation starters, and advertisements for upcoming conferences and social networking events.

- **Social Networking**

This committee is responsible for planning social networking events that may or may not be in conjunction with a scheduled educational event. These events may include the Annual Golf Tournament, Rockies games, Casino Night, Networking After-Hours, etc.

- **Website**

The website sub-committee will be responsible for maintaining the Colorado Chapter website and will work with Duke Beattie, whom is our webmaster, to ensure accuracy and timely information changes related to organizational structure, events and contact information. The Website sub-committee will also work with the Colorado Chapter Membership Committee to keep the online membership directory current.

Sponsorship

The Sponsorship Committee will be responsible for establishing and promoting the Sponsorship Program to current and prospective sponsors either from the non-provider or the provider community. The committee will be responsible for conveying the benefits of the sponsorship program and keeping abreast of changes that may be required to meet the needs of the sponsor and to provide the value for maintaining the sponsorship from year to year.

The Committee will work collaboratively with the Chapter Office Manager to verify the integrity of the Sponsor relationships and to communicate with the Sponsors regarding upcoming events, opportunities for sponsorships, timing, and management of the Program. The Office Manager is responsible for communicating invoices and receipts from the Sponsors and reporting those results to the Committee and to the Board.

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Committees Reporting to the VP of Education

Certification

The Certification Committee reports to the Vice President of Education on the Board of Directors for the Colorado HFMA chapter

This committee will develop and maintain processes to encourage members to become certified, to maintain their certification once earned, help prepare members for taking the certification exam through group coaching courses and individually, as requested and maintain the Colorado HFMA website certification page for easy access to certification news and information. The coaching courses will be offered at the Annual Conference in the spring and the Great Fall conference in the fall. The Committee shall also seek other opportunities to help members become certified, including webinars, education at conferences, etc.

This committee will also be responsible for determination of seeking the Yerger award, understanding the application and structuring the work around the goals and preparing the application in February and March.

Program Committee

The Program Committee is chaired by the VP of Education and is responsible for planning and coordinating educational sessions including speakers, attendee registration, site arrangements, payment, meeting follow-up and evaluations. Some of these logistical duties may be coordinated with the Chapter Office Manager or other designated resource. The committee is charged with designing programs that may be onsite or via Webinars, provide tentative meeting schedule to the Board with proposed dates and topics by no later than August 31st so that these may be included in the Chapter Membership Directory.

The Chairs of each Program are responsible for the content and proofreading of all marketing materials (i.e. Save the Date, registration brochures, and social event invitations) and relaying corrections and changes to the Marketing Committee designee in charge of preparing such publications.

The committee will establish goals that will include: net program income, member and total attendance, and member educational hours. The committee will establish a monitoring system and report results to the Board.

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- **Annual Conference**

The Annual Education Subcommittee is responsible for planning and coordinating a two day program that will focus on education for at least Accounting and Patient Financial Services audiences, and potentially other areas of interest. The duties will include obtaining speakers, attendee registration, site arrangements, payment and meeting follow-up and evaluations. Some of these logistical duties may be coordinated with the Chapter Office Manager. The committee is charged with designing a program that is onsite. The committee will establish goals that will include: net program income, member and total attendance, and member educational hours. The committee will establish a monitoring system and report results to the Program Committee.

The Committee will meet regularly, beginning in August. In collaboration with the Office Manager and other appointees as requested, they will develop a compelling and interesting agenda, culminating in the Annual meeting to be held each April.

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- **Collaboration Committee**

Works with the members of Program Committee to identify other professional organizations' educational needs on topics that are of mutual interest to Colorado HFMA members. Makes contact with the leadership, organizes a committee made up of both organizations' members, and prepares a Memorandum of Understanding for budgeting purposes.

The Chair shall communicate with other Professional organizations to develop no less than two collaborative events each year. Examples of organizations that may have similar goals and objectives for their memberships are AAHAM, AHIMA, CHA, and CMCC.

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- **Compliance Conference Committee**

The Compliance Education Subcommittee is responsible for planning and coordinating one 2-day program, normally held in February, that will focus on HIPAA, Compliance and Legal Issues. Responsibilities will include obtaining speakers, attendee registration, site arrangements, payment and meeting follow-up and evaluations. Some of these logistical duties may be coordinated with the Chapter Office Manager. The committee is charged with designing programs that may be onsite or via Webinars, provide tentative meeting schedule to the Board with proposed dates and topics by no later than August 31st so that these may be included in the Chapter Membership Directory.

The committee will establish goals that will include: net program income, member and total attendance, and member educational hours. The committee will establish a monitoring system and report results to the Board.

At the beginning of year fiscal year, a determination will be made based on the goals established for the current year whether or not a Yerger should be sought. If the decision is yes, this Committee will be responsible for understanding the Yerger Application requirements and structuring the work around the goals to ensure that appropriate data and information is compiled during the course of the year. During February and March, the Yerger application should be prepared, a reviewer identified and the application submitted by April 1.

- **Great Fall Rural Conference Committee**

The educational sessions will be comprised of topics of interest to Rural, Community, and Critical Access Hospitals. Responsibilities of this committee will include obtaining speakers, attendee registration, site arrangements, payment and meeting follow-up and evaluations. Some of these logistical duties may be coordinated with the Chapter Office Manager. The committee is charged with designing programs that may be onsite or via Webinars, provide tentative meeting schedule to the Board with proposed dates and topics by no later than August 31st so that these may be included in the Chapter Membership Directory.

The Committee will endeavor to keep the Great Fall Rural Conference on the Western Slope of Colorado. The Committee shall begin working on a compelling agenda no later than February to allow for desirable speakers and planning.

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- **Rural Road Show Committee**

The educational sessions will contain topics of interest to Rural, Community and Critical Access Hospitals. Responsibilities of this committee will include obtaining speakers, attendee registration, site arrangements, payment and meeting follow-up and evaluations. Some of these logistical duties may be coordinated with the Chapter Office Manager.

The committee will establish goals that will include: net program income, member and total attendance, and member educational hours. The committee will establish a monitoring system and report results to the Board. The committee will coordinate a summer Rural Road Show that encompasses a minimum of three (3) locations.

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- **Uninsured Conference**

The Uninsured Conference Subcommittee is responsible for planning and coordinating a one day program that will focus on education for both Accounting and Patient Financial Services audiences. The duties will include obtaining speakers, attendee registration, site arrangements, payment and meeting follow-up and evaluations. Some of these logistical duties may be coordinated with the Chapter Office Manager. The committee is charged with designing a program that is onsite. The committee will establish goals that will include: net program income, member and total attendance, and member educational hours. The committee will establish a monitoring system and report results to the Program Committee.

The Committee will focus on Medicaid, Charity, Indigent, and other Uninsured educational topics with an agenda that helps members and attendees understand the ongoing challenges with this population and tools to help manage the respective entities.

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- **Webinar Committee**

This subcommittee is charged with increasing the educational opportunities available to Chapter members and community through low cost or free webinars. The subcommittee is responsible for: identifying appropriate educational topics of interest securing speakers screening the presentation and organizing, promoting and hosting of the webinars. Each year the committee will strive to deliver at least 12 webinars of topics that are of interest to the membership.

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Committees Reporting to the Secretary

Membership

This committee is in charge of expanding and maintaining the Chapter's membership based on the goals established by National HFMA. To accomplish this, a recruitment and retention plan for new and advanced members must be established and carried out each year in alignment with national initiatives. These initiatives include: Newsletter articles, Prospective Membership recruitment, Member-Get-A-Member Program, Non-Renewal activities, and formulation of a Student Liaison committee. The committee is responsible for providing new member communications, including access to membership lists, descriptions of programs, and information

about committees. The committee will be responsible for calling and inviting new members to a New Member's event (e.g. breakfast) and complimentary educational program, whereby they will learn more about the Colorado Chapter, its programs, and its officers.

This committee will coordinate with the Educational Committees to ensure that the registration process is conducted efficiently and consistently for every educational session throughout the year. The committee will coordinate with Educational Co-Chairs to enlist members to staff registration desks at each educational session. The committee will promote and encourage pre-registration.

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- **Awards/ Recognition**

This committee is focused on recognizing the achievements of the Chapter's members. Among the awards administered through the committee include the Reeves, Follmer, and Founders Merit Awards, along with the various milestone honors for years of service to HFMA. In addition to acknowledging these significant service achievements at the Annual Conference event, the committee is charged with identifying other opportunities to recognize member accomplishments (e.g. Legacy Award). The committee will coordinate efforts with the Marketing and Membership Committees.

Awards are presented at the Chapter's Annual Conference.

- **Reach Out**

The Reach Out committee is responsible for delivering presentations to potential member groups including, but not limited to – Health Services Administration students, and non member healthcare CFO's and their organizations.

The President Elect maintains the reach out slide deck presentation for use at these events. The presentation includes the benefits of HFMA membership, membership demographics, upcoming events, membership resources, hfm magazine, certification information, and industry initiatives.

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Committees Reporting to the Treasurer

Audit and Finance Committee

Perform the year-end audit, draft and submit the IRS 990 form.