COLORADO HFMA Chapter

TITLE: Chapter Office Manager Job Description

Date: 04/25/2014 Approval:

Original Approval: 04/25/2014 Colorado HFMA Chapter Board President

Reviewed: Majority Board

Approval

Revised:

**Cross-Reference COHFMA.007 Program Check List

Purpose: To educate Colorado HFMA leadership on the Board-approved contracted Chapter

Office Manager duties.

Objective: The Colorado HFMA Chapter is a volunteer organization. The Chapter Office

Manager's role exists to ensure continuity of operations and to provide essential functions that must be performed to fulfill the educational mission and goals of the

Policy: COHFMA.022

Chapter.

Duties:

❖ Attends Mini-Leadership Training Conference in May to learn the goals of the Chapter for the fiscal year beginning June 1st.

- Reviews the education calendar with the VP of Education to ensure that all educational programs have a date and location established at least 12 months prior to the event.
- Scouts, recommends, and secures venues for educational programs based on the needs for each event.
- Reviews hotel contracts with the VP of Education prior to approval by the President.
- Provides feedback on event agendas as it relates to venue management.
- Sends event brochures to national HFMA for on-line registration system.
- Processes comp registrations, including provider coupons, and sends to national HFMA for input into the registration system.
- ❖ Provides attendance numbers to Chapter Secretary for input to Program Planning Tool.
- Meets with Marketing and Sponsorship Chairs to obtain sponsorship information for educational events.
- Liaison to exhibitors at educational events, including confirmations, placement of booths, and payment.
- Provides speaker bios and gifts to person making introductions at events.
- Works with Chapter webmaster to ensure events, registration brochures, and speakers' Power Point presentations are uploaded to the website.
- On-site contact with hotel, hospital, or other venue, as required.
- Notifies Chapter President of hours worked for approval
- ❖ Anticipates additional hours required for approval in advance
- Attends, either in person or via conference call, the majority of educational planning meetings conducted by the VP of Education and Program Committee Chairs.
- Attends all Board meetings.