

## Regional Executive Position Description & Competencies

**Term of Office: Three years**

### Role

The Regional Executive is a key volunteer leadership position that exists to:

- Serve as the primary volunteer leader between volunteers at the local level and the Association
- Assist chapter leaders in serving members
- Promote and lead change efforts to drive HFMA's strategies
- Foster dialogue and communication at all levels of HFMA
- Represent the needs and interests of chapter leaders at the Regional Executive Council and to the HFMA National Board and staff
- Work to create a seamless system of service
- Encourage chapters to collaborate and help other chapters

The term is for three years starting as RE 3, RE 2, and Regional Executive. It is critical that all three roles within the region work to establish effective communication, collaboration, and coordination to assist chapter leaders in serving member needs.

### Qualifications and Competencies

The successful Regional Executive must be able to:

- View issues from multiple perspectives in order to meet the needs of the HFMA member
- Understand and support the strategies set by the National Board to meet member needs
- Communicate the opportunities and challenges in executing those strategies at the chapter level
- Assess past performance and recommend ways to support continued good performance or identify areas for improvement
- Think strategically, build relationships and consensus among chapter leaders, encourage collaboration across chapters

Candidates should have these qualifications:

- Strong listening and communication skills
- Experience facilitating meetings and building teams
- Good time management skills
- Experience leading change management efforts is highly desired
- Previous service as chapter president
- FHFMA/CHFP certification preferred

# Davis Chapter Management System

## Responsibilities

Regional Executive	RE 2	RE 3
Regional Executive Council: set policy and goals related to Chapter goals and metrics, Davis Chapter Management System, and Founders Merit Award Program.		
<ul style="list-style-type: none"> <li>▪ Attend Council meetings as the voting member for the region</li> <li>▪ Mentor RE 2 and RE 3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend in-person meetings as allowed by Regional Operating Agreement (ROA) or national policy (see meeting attendance below)</li> <li>▪ Attend teleconference calls of the REC</li> <li>▪ Mentor RE 3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend in-person meetings as allowed by ROA or national policy (see meeting attendance below)</li> <li>▪ Attend teleconference calls of the REC</li> </ul>
Regional Operating Agreement: conduct yearly review of regional operating agreements to ensure they are adhered to and updated.		
<ul style="list-style-type: none"> <li>▪ Lead discussion at Fall Presidents Meeting to approve ROA</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gather input from chapter leaders prior to Fall President's Meeting</li> </ul>	
Regional Executive Nomination Process: solicit nominations, review qualifications, interview prospective RE's and carry out election process		
<ul style="list-style-type: none"> <li>▪ Solicit nominations</li> <li>▪ Interview candidates for RE 3</li> <li>▪ Facilitate discussion and election of incoming RE 3 during LTC Regional Planning Time</li> </ul>	<ul style="list-style-type: none"> <li>• Solicit nominations</li> <li>• Interview candidates for RE 3</li> </ul>	<ul style="list-style-type: none"> <li>• Solicit nominations</li> <li>• Review qualifications of applicants</li> <li>• Coordinate interviews with RE and RE 2 prior to LTC</li> </ul>
Chapters: Serve as primary liaison between chapter leaders and the Association		
<ul style="list-style-type: none"> <li>▪ Lead at least quarterly conference calls with chapter presidents and presidents-elect</li> <li>▪ Work with RE 2 to coordinate travel to chapter meetings per ROA</li> <li>▪ As necessary, work with chapter leaders if a Chapter Advancement Plan is needed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop agenda for quarterly conference calls with chapter presidents and presidents-elect</li> <li>▪ Work with RE to coordinate travel to chapter meetings per ROA</li> <li>▪ Monitor progress toward chapter metrics for the region</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate the scheduling of quarterly conference calls with RE's and chapter presidents and presidents-elect</li> <li>▪ Where possible, attend chapter meetings with the RE and RE 2 per ROA</li> </ul>

## Meetings

RE 2 and RE 3 should review RE Council meeting agendas and provide input/feedback to the Regional Executive prior to meetings. This is of particular importance for the November

## Davis Chapter Management System

Council meeting where the Chapter goals and metrics will be discussed and set for the following year. Ideally, the three Regional Executives should hold a conference call prior to the in-person meetings to discuss agendas and provide input.

Attendance at any meetings noted as “Highly Recommended” will need to be paid for by chapter or regional treasuries.

Regional Executive	RE 2 <sup>(1)</sup>	RE 3
<b>Annual National Institute (ANI) Meeting</b>		
<ul style="list-style-type: none"> <li>▪ Attend RE Council meeting</li> <li>▪ Attend Chapter Awards Dinner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highly Recommended – Attend RE Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highly Recommended – Attend RE Council meeting</li> </ul>
<b>Fall Presidents Meeting</b>		
<ul style="list-style-type: none"> <li>▪ Coordinate calls with chapter leaders and RE 2 and 3 prior to FPM to identify regional agenda items.</li> <li>▪ Lead the FPM</li> </ul>	<ul style="list-style-type: none"> <li>▪ Circulate ROA to chapter leaders to review prior to FPM.</li> <li>▪ Take notes at FPM</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate dinners and outings for FPM</li> </ul>
<b>Regional Executive Council Meeting – November <sup>(2)</sup></b>		
<ul style="list-style-type: none"> <li>▪ Attend RE Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highly Recommended – Attend RE Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highly Recommended – Attend RE Council meeting</li> </ul>
<b>Leadership Training Conference – April</b>		
<ul style="list-style-type: none"> <li>▪ Attend Regional Executive Council meeting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Regional Executive orientation</li> <li>▪ Attend RE Council Meeting</li> <li>▪ Lead Regional Planning time</li> <li>▪ Attend LTC training to connect with incoming chapter presidents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highly Recommended - Attend Regional Executive orientation</li> <li>▪ Attend RE Council Meeting</li> <li>▪ Attend Regional Planning time</li> <li>▪ Attend LTC training to connect with incoming chapter presidents-elect</li> </ul>
<b>Regional Executive Council Conference Calls</b>		
<ul style="list-style-type: none"> <li>▪ Attend meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend meetings</li> </ul>

<sup>(1)</sup> It is expected that the Regional Executive will attend all meetings. In the event the Regional Executive is unable to attend; the Regional Executive may appoint that region’s RE 2 to serve as his/her voting delegate to the Council meeting. The Regional Executive must inform the Regional Executive Council Chair he/she is sending a delegate to the Council meeting.

<sup>(2)</sup> It is recommended that during the November meeting when the goals and metrics for the chapters are developed, the Regional Executive and the RE 2 work together to identify their regional recommendations and that the Council ask the Regional Executive to deliver a regional vote on the metrics.

### **Selection Process**

- Individuals interested in becoming a Regional Executive are required to apply for the position and document experience that demonstrates necessary qualifications and competencies.
- The RE 3 will solicit nominations by contacting chapter leaders.
- The Regional Executive and RE 2 will interview qualified individuals and make recommendations to chapter presidents-elect at LTC. Regions may choose to have additional interviews performed by other chapter/regional volunteer leaders.
- Regional Executives are elected by chapter presidents-elect during the LTC held in the year prior to their term of office as RE 3.
- Chapters may only have one member serve at a time in one of the three roles to ensure equitable distribution across the chapters.

### **Regional Operating Agreements**

Each region must have a Regional Operating Agreement (ROA) that is signed annually by chapter presidents and the Regional Executive within 60 days of the Fall Presidents Meeting and is adhered to by all of the chapters in the region to ensure continuity in the implementation of regional activities and to implement the Regional Executive program policy as approved by the HFMA Board of Directors.

This agreement must specify procedures for the selection of the Regional Executive and the assigned duties of the Regional Executive, RE 2, and RE 3 within the Regional Executive program policy as approved by the HFMA Board of Directors.

The agreement may also specify procedures for regional treasuries, determining the locations of Fall Presidents Meetings, financing chapter visits by the Regional Executive, RE 2 or RE 3, or other matters as agreed to by the chapters of the region.

The Regional Operating Agreement may not specify responsibilities for Board members beyond those specified in the Regional Executive program policy approved by the HFMA Board of Directors. A copy of the Regional Operating Agreement must be placed on file with HFMA.

### **Financing Regional Activities**

The travel and expenses of the Regional Executive are paid for by HFMA for the Leadership Training Conference (LTC), Fall Presidents Meetings (FPMs), Annual Chapter Presidents Meeting (ACPM), and Regional Executive Council (REC) meetings that they are required to attend.

The travel and expenses of the RE 2 and RE 3 are paid for by HFMA for the meetings and conferences that they are required to attend. Specific policies governing these expenses may apply to certain of these activities. Generally, the policy is to provide for the travel and expenses necessary to carry out an activity.

A Board member, member of the Chapter Advancement Team, or another individual actively involved at the national level will attend the region's Fall Presidents Meeting. Their reasonable travel and expenses are paid for by HFMA.

Visits by HFMA National Board members, Regional Executives-elect, and Regional Executives to individual chapters are generally paid for by the chapter. The payment of these expenses is subject to the operating agreement of the region. HFMA will not pay the expenses of a Regional Executive or HFMA Board member to attend any other regional meetings beyond those specified in this policy. Attendance at regional meetings conducted in conjunction with any of the paid trips is encouraged.

HFMA will facilitate an opportunity for the region to meet during the LTC at no cost to the region, and during the Annual National Institute (ANI)

### **Policy Management**

This policy is established by the authority of the HFMA Board of Directors. Responsibility for implementation of the policy resides with the individuals named in the policy. Changes to the policy may be recommended by the Regional Executive Council subject to the approval of the HFMA Board of Directors.

#### **Approved HFMA Board of Directors**

November 6, 1996

#### **Revised HFMA Executive Committee**

March 13, 2002

March 4, 2003

December 19, 2006

#### **Revised HFMA Board of Directors**

April 24, 2004

June 22, 2010

April 23, 2012

November 11, 2012

November 14, 2016