



montana chapter

JOB DESCRIPTION BYLAWS COMMITTEE

General Description:

The Bylaws Chair/Committee is responsible for maintaining the Chapter Bylaws and ensuring the Chapter's compliance to the bylaws.

Term:

One Year

Time Commitment:

2-6 hours/year average

Goals, Objectives and Responsibilities:

- Review Chapter Bylaws at least annually to ensure that the Chapter is in compliance and report concerns to the Board, as needed.
- Review chapter bylaws in comparison to HFMA National "Model Chapter Bylaws" and make suggestions for corrections and/or changes to the Board, as needed.
- Research questions related to Chapter Bylaws and report findings to the Board, as requested.
- Interprets the bylaws to support board action.
- In the event that the Board recommends and the Chapter membership approves changes to Chapter Bylaws, ensures that revisions are posted to the Chapter website and to National.