

**2021 - 2022**

**NNE HFMA Chapter Officers and Board Members**

**Position Descriptions**

*Approved: May 12, 2021*

**2021-2022  
PRESIDENT**

**Estimated Hours: 30-40 Per Month  
Term: 1 Year - Elected**

<u>General Description:</u> The President is responsible for the overall operation of the Chapter. He/she shall work to ensure that member needs are addressed and that a high quality level of activity is maintained.			
<u>Committee Responsibilities Include:</u> Ex-Officio member of all committees			
<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Hold and attend at least four (4) Board meetings during the year and one (1) Annual Meeting of Membership..	Per Board Meeting Schedule		
2. Hold and attend the Executive Committee calls which occur in advance of each board meeting	Per Board Meeting Schedule		
3. Ensure there is an update of activities and progress on goals and objectives including the Chapter Balanced Score Card at each Board meeting.	Per Board Meeting Schedule		
4. Attend Chapter educational sessions and other Chapter activities whenever possible.	Ongoing		
5. Submit "Message from the President" for publication in the Newsletter.	Per Newsletter Schedule		
6. Monitor Chapter website.	As needed		
7. Develop goals and objectives of the Chapter and each committee in conjunction with the Board and committee members. Document these goals and objectives in the Chapter's operating manual and distribute copies to Board members and officers. Evaluate overall Chapter organizational structure each year and publish in Operating Manual.	June		
8. Send letters to each Board member and committee chairperson welcoming them to the Chapter.	June 30		
9. Attend Fall President's Meeting and prepare a summary of results for the Chapter newsletter.	September		
10. Perform relevant Region 1 responsibilities, including quarterly reports to Regional Executive.	Ongoing		
11. Conduct Succession Planning meeting.	September		
12. Submit draft Chapter Bylaws revision to National for approval. (Needs to have National approval before vote at Annual Meeting.)	September		Recommendations for Bylaw changes come from the Board and from the Immediate Past President.
13. Bylaws adherence verification form completed and submitted to National.	November 10		

14. Plan Annual Meeting and Awards Ceremony to be held in Spring. (Consider invitations to National Chair, Regional Executive, Award Winners, Scholarship Winners. Coordinate volunteer award depending on the forum of the Annual Meeting and Awards Ceremony)	December		
15. Attend National LTC	April		
16. Submit Board Meeting verification form to National (Chapter must verify that it has held at least 4 meetings during the fiscal year.)	May 10		
17. Plan and conduct Chapter Goals & Objectives meeting.	Early May		
18. Attend Education Planning meeting	Late May		
19. Send letter of recognition to committee chairs' employers.	May		
20. Meet with incoming President to review roles and responsibilities	May		
21. Coordinate along with the President-Elect the selection of the Chapter's Financial Reviewer so that the process can begin shortly after the close of the chapter year-end	April-May		

**2021-2022**  
**PRESIDENT-ELECT**  
**Estimated Hours: 25 – 30 Per Month**  
**Term: 1 Year – Elected**

General Description: The President-Elect shall provide support and assistance to the operation of the Chapter. He/she shall perform activities related to short and long-term Chapter planning and other activities to ensure that member needs are addressed and that a high quality level of activity is maintained.

Committee Responsibilities Include: Education

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Attend Board meetings.	Per Board meeting schedule		
2. Hold and attend the Executive Committee calls which occur in advance of each board meeting	Per Board Meeting Schedule		
3. Ongoing communication with the Education Committee Co-chairs regarding plan, progress toward goals and communication with Board	Entire Chapter Year		
4. Ensure that the education program schedule has been forwarded to Chapter Website coordinator.	June		This is normally done by the Education Co-chair after the Education Planning meeting has taken place and is updated periodically as the Education Plan solidifies during the year.
5. Prepare member directory for distribution in March	Jan-Feb		As the member directory evolves to a more social media friendly format this timeframe will likely change.
6. Attend the Fall Presidents Meeting and follow up on Region 1 responsibilities.	September		
7. Identify and recruit Board members, committee chairs and members, and an incoming Treasurer as part of succession planning.	Oct – Dec		
8. Assist President in planning Annual Meeting and Awards Ceremony.	December		
9. Coordinate attendance at National LTC, reminding officers and chairs to register and book airfare and hotel accommodation. Early instruction important for incoming treasurer and other new attendees.	January		The President-Elect is the only member of the Chapter Leadership Team who will receive an e-mail from National regarding LTC. The President-Elect is responsible for forwarding the e-mail to Chapter leaders who will be attending LTC.
10. Coordinate the Mini-LTC for Officers, Directors, and Committee Chairs.	April or May		
11. Attend National LTC.	April		
12. Attend Region 1 meeting as incoming President (held on Sunday	April		

morning of LTC).			
13. Assist in the recruitment of Committee members for the Education Planning Committee meeting held in May.	April – May		
14. Submit list of incoming officers and chairs to National HFMA.	May 10		
15. Attend Chapter Goals & Objectives meeting	Early May		
16. Attend Education Planning meeting	Late May		
17. Update Chapter Balanced Score Card (CBSC) metrics as the incoming President	June 1		National provides a template that will need to be completed.
18. Attend Chapter activities whenever possible.	Ongoing		
19. Assist the President in the selection of the Chapter's Financial Reviewer	April-May		
20. Meet with incoming President-Elect to review role and responsibilities	May		
21. Coordinate reporting of Founders Award points to National. Input Chapter activity for each member into database provided by National. Send individual member reports to members and ask for their review and any additional activity.	June-July		Send email to Committee Chairs requesting verification of member involvement.
22. Submit final updated database of Founders Award points to National.	August 1		
23. Review the contract terms for the Administrative Services Contract with Tyler Simms, Bookkeeping Services Contract and the contract with GoToWebinar and assess the need for a request for proposal process for each.	November		

**2021-2022**  
**SECRETARY**  
**Estimated Hours: 16 – 20 Per Month**  
**Term: 2 Year – Elected**

**General Description:** The Secretary is responsible for maintaining all Chapter records of meetings and communicating that data to the appropriate members and other interested individuals. The Secretary is also responsible for attending all Board meetings and for reporting all information to the National HFMA office.

**Committee Responsibilities Include:** N/A

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Issue “Call To Meeting” to Officers, Directors (voting and non-voting), Committee Chairs, Past Presidents at least 10 days prior to date of Board meetings.	Prior to each scheduled Board meeting.		
2. Attend Board meetings and develop/maintain Board minutes to document Board actions. Forward summary of minutes to Chapter Website coordinator. Issue Board meeting minutes 10 days prior to date of next Board meeting along with the “Call To Meeting.”	For each scheduled Board meeting.		
3. Hold and attend the Executive Committee calls which occur in advance of each board meeting	Per Board Meeting Schedule		
4. As outgoing Treasurer, assist new Treasurer with preparation of annual IRS 990 requirement.	June for August 1 due date		Information for the 990 available once the independent CPA has completed his/her Financial Review.
5. Submit required information to National in accordance with established guidelines. Prior to submission, review with Education Chair.	Aug 10, Nov 10 Feb 10, May 10		
6. Submit “to-do” list to President after each Board Meeting.	Subsequent to each scheduled Board meeting.		
7. Submit website verification form to National	August 1		
8. Identify and recruit Board members, committee chairs and members, and an incoming Treasurer as part of succession planning.	Oct – Dec		
9. Work closely with President-Elect to coordinate Mini – LTC.	April – May		
10. Work closely with President-Elect to coordinate Planning Session for LTC.	April		
11. Attend National LTC.	April		
12. Attend Chapter Goals & Objectives meeting	Early May		
13. Meet with incoming Secretary to review role and responsibilities			

**2021-2022**  
**TREASURER**  
**Estimated Hours: 16 – 20 Per Month**  
**Term: 2 Year - Elected**

**General Description:** The Treasurer is responsible for overseeing the financial management of the Chapter. Activities include developing a Chapter Financial Budget, maintaining control and accountability over revenues and expenditures and financial reporting to the Board. The Treasurer is also responsible for attending all Board meetings and for reporting all requested financial information to the National HFMA office.

**Committee Responsibilities Include:** Ad Hoc Finance Committee for the chapter

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Attend each Board meeting, present financial report to Board, include a summary of key trends and issues for Board approval.	Per Board meeting schedule		
2. Hold and attend the Executive Committee calls which occur in advance of each board meeting	Per Board Meeting Schedule		
3. Approve and sign all checks for payment of Chapter related expenditures.	Per Board meeting schedule		
4. Review and Approve monthly bank reconciliation of general and investment accounts.	Monthly		
5. Monitor investment accounts by tracking activity and discussing results with the Board. Monitor investment policy established by Board.	Monthly		
6. Monitor the Chapter's financial record-keeping system.	Ongoing		
7. Identify and recruit Board members, committee chairs and members, and an incoming Treasurer as part of succession planning.	Oct – Dec		
8. Attend National LTC.	April		
9. Update Chapter financial policies and procedures as necessary.	April		
10. Attend Chapter Goals & Objectives meeting	Early May		
11. Attend Chapter Education Planning meeting	Late May		
12. Establish financial budget in conjunction with President and present to the Board for approval in May and submission to National by June 1.	April for June 1 due date		
13. Manage checking and money market transfers to maintain an adequate balance for cash payment needs and maximize interest earned.	Ongoing		
14. Assist in calculation of profit share according to contract and coordinate payment to co-sponsor of educational programs.	As applicable		
15. Prepare (with help of Secretary) applicable financial summary tax forms (990 form) for submission to HFMA national.	June for August 1 deadline		
16. Coordinate financial review by a qualified individual consistent	June-July		

with National policy.			
17. Monitor accounts receivable and follow-up on open accounts.	Ongoing		
18. Meet with incoming Treasurer to review role and responsibilities	May		



**2021-2022**  
**BOARD MEMBER**  
**Estimated Hours: 4-8 Per Month**  
**Term: 2 Years – Elected**

**General Description:** Service as a Board member for the NNE Chapter shall include the oversight of and participation in Chapter activities to ensure that the Chapter meets the needs of the membership. Each Board member is expected to be a leader and, with the assistance of the Board of Directors, play an active role in setting the direction of the Chapter. He/she is to provide support and direction for committees and monitor the committee’s progress in meeting their goals and objectives.

Committee Responsibilities Include: See #5 below.

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Attend Chapter Goals & Objectives meeting.	Early May		
2. Attend Chapter Education Planning meeting.	Late May		
3. Attend Board meetings (required attendance 2/3 of total number of meetings).	Per Schedule – June – May		
4. Attend Chapter events whenever possible.	Ongoing		
5. Provide oversight for one chapter committee <ul style="list-style-type: none"> <li>- Work with assigned committees to provide guidance and achieve goals.</li> <li>- Report at Board meetings if committee chair not present</li> <li>- Monitor committee progress against goals</li> </ul>	Ongoing		

**2021-2022**  
**IMMEDIATE PAST PRESIDENT**  
**Estimated Hours: 6 Per Month**

**General Description:** The Past President position is an ex-officio voting member of the Board. The Past President's expertise and understanding of Chapter activities is also utilized as the person responsible for revisions to the Chapter's bylaws.

**Committee Responsibilities Include:** Nominating, Advisory

<u>Specific Goals and Objectives</u>	<u>Timeframe</u>	<u>Completed</u>	<u>Comments</u>
1. Develop an article for the Chapter newsletter to summarize Chapter highlights for the past year.	June		
2. Serve as voting Board member (required attendance 2/3 of total number of meetings).	Per Board meeting schedule June–May		
3. Identify and recruit Board members, committee chairs and members, and an incoming Treasurer as part of succession planning.	Oct – Dec		
4. Convene Nominating Committee (see committee chair position description)	January		
5. Review Chapter Bylaws; solicit revisions from Board members; prepare draft for Board vote.	August		Bylaws adherence verification form due to National November 10
6. Attend Chapter events whenever possible.	Ongoing		
7. Coordinate archiving of Chapter information.	Twice a year		
8. Attend Chapter Goals & Objectives meeting.	Early May		
9. Attend Chapter Education Planning meeting.	Late May		