



montana chapter

JOB DESCRIPTION CHAPTER PRESIDENT

General Description:

The President is the chapter's chief operating officer and generally responsible for managing all chapter activities and for the overall operation of the chapter. He/She shall work to ensure member needs are addressed and that a high-quality level of activity is maintained.

Term:

One Year

Time Commitment:

120 hours/year average or 10 hours/month average

Goals, Objectives, and Responsibilities:

- Maintain Chapter's alignment with the mission statement and strategic plan.
- Participate on all committees, and develop goals and objectives of the chapter and each committee in conjunction with the Board of Directors and committee members. These goals should be directly related to the Chapter's strategic plan and DCMS goals. Document these goals and objectives and measure the results and report the results on a quarterly basis to the Board and to membership. Distribute copies of this manual to the Board members and officers.
- Develop, review and revise the Chapter's strategic plan in conjunction with the President-elect and the Board of Directors. This includes performing a SWOT analysis every two years in order to make sure the strategic plan is still relevant.
- Provide oversight to ensure that contracts are in place for conference facilities at least two years in advance.
- Responsible for ensuring all CBSC reporting is accurate and completed timely by the board members.
- Mentor and encourage the board members and committee chairs and ensure they are meeting standards.
- Recruit and develop future leadership for the chapter and the board.
- Preside, and set the agenda, for all board meeting and chapter committee meetings, as well as the general membership meetings at the semi-annual conferences and report pertinent information to the membership.
- Serves as leader of the executive committee of the board and presides over any executive committee meetings that may be separate of full board meetings.
- Review Chapter goals and objectives at board meetings with the Board of Directors.
- Act as the chapter liaison with the region, Regional Executive, and other related healthcare organizations.



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- Hold at least four Board meetings during the year, including a mini-LTC training session for the Board, which would include planning and establishing of goals for the year.
- Review, revise and present to Chapter Membership, the chapter bylaws with the Bylaws Committee as necessary.
- Coordinate all chapter activities with HFMA National activities and objectives.
- Be responsible for initiating the votes and ordering of Medal of Honor Awards
- Attend Fall Presidents Meeting and other HFMA National meetings as required.
- Participate in all Regional activities, including conference calls and Western Region Symposium planning
- Write a President's message for the Chapter's communications
- Update bank signature cards with the new Officers at the beginning of the year.