



montana chapter

JOB DESCRIPTION PROGRAM CHAIR/COMMITTEE

General Description:

The Education/Program Committee is responsible for developing and coordinating all chapter educational sessions, including program content, speakers, attendee registration, site arrangements and payment, and meeting follow-up. The Education/Program Committee will include a Chairperson and at least 12 other committee members. The Program Chair Serves as the Chairperson. The committee make up should include the following at a minimum:

- 2 – PFS professionals employed at a PPS hospital
- 2 – Finance individuals employed at a PPS hospital
- 2 – PFS professionals employed at a CAH hospital
- 2 – Finance individuals employed at a CAH hospital
- 12 – Total members

Term:

One Year

Time Commitment:

250 hours/year average or 20 hours/month average. However, most of these hours will center around the time of the two conference.

Goals, Objectives, and Responsibilities:

- Develop and coordinate two educational programs – one in October and one in April.
- Establish committee goals, which must include: estimated member and total attendance, and member educational hours.
- Develop and coordinate the chapter's educational sessions to meet the members' needs and meet the chapter's Chapter Success Plan found on the HFMA Dashboard.
- Report the appropriate information to HFMA National on a timely basis.
- Work with the Education Committee to develop education topics that will help enhance the Spring and Fall conferences. Work with the Secretary to build the Summer Road Show.
- Write 2 newsletter articles promoting the upcoming conferences