

Davis Chapter Management System Policy

Purpose

The purpose of the Davis Chapter Management System (DCMS) is to guide chapter and regional volunteer leaders in supporting HFMA's strategic goals while enriching the volunteers' experience.

Data Collection System

The data collection system provides a foundation for effectively managing chapters by recording chapter activities and information to support the implementation of this policy. Methods will be developed and maintained to increase members' and chapter leaders' access to information and ideas developed by other chapters.

Chapter Dashboard

HFMA has developed a Chapter Dashboard to monitor performance related to key chapter activities. The goals of chapter performance monitoring are to raise the overall value of services delivered by chapters to HFMA members, improve the quality of members' experiences by reducing performance variation among chapters, and identify struggling chapters in order to secure needed resources and support to improve performance.

The Regional Executive Council will periodically review chapter performance related to the DASHBOARD metrics throughout the year.

Success Award

Purpose

The purpose of the Success Award is to support positive outcomes from the Chapter Success Plan. Eligibility/Participation

Each chapter and region can submit one application to including supporting documentation, for one of the following categories:

- Value
- Engagement
- Innovation

Standards

The annual standards for the award will be established by the Regional Executive Council. The standards are established prior to the start of the year in which they apply.

Number of Awards

Each of the three categories will have a single award for chapters and a single award for regions.

Award Announcement

Award recipients will be announced live at the Leadership Training Conference in April.

The Robert M. Shelton Award for Sustained Excellence

Purpose

The purpose of this award is to recognize chapters that demonstrate sustained excellence, over a five-year period, in the provision of services to members as established by HFMA's strategic plan.

Eligibility/Participation

No submission or documentation is necessary to receive this award. Chapters who have met the chapter requirements in each of the prior five years are eligible. Chapters who win this award are not eligible to win the award for the following five years.

Limits

There are no limits to the number of chapters who may win this award.

Judging

The Chair of the HFMA Board of Directors shall appoint a five-member committee of judges to determine award winners. This committee shall include at least three former HFMA Board chairs and two members representing currently ineligible winners.

Award Announcement

Award recipients will be announced and recognized at the Leadership Training Conference Volunteer Recognition.

Chapter Requirements

Some chapter practices are designed to ensure the continued viability of HFMA and are therefore deemed to be chapter requirements. Should the Chapter fail to meet the requirement herein, that Chapter will not be eligible to earn awards for that Chapter year. These practices must be adopted and documented by HFMA chapters. The chapter requirements are as follows:

Incorporation

Chapters are required to be incorporated in the State of Illinois and to comply with filing requirements as may be established by HFMA to secure and maintain incorporated status.

Board Meeting Schedule: Due July 1

Chapters are required to conduct a minimum of four meetings throughout the year and verify this information to HFMA.

Bylaws: Due July 1

Chapters are required to confirm on an annual basis to HFMA that they are adhering to their bylaws—as written, approved, and on file with HFMA—by July 1. Current versions of chapter bylaws are to be maintained on chapter websites. Chapters wishing to make changes to their bylaws are required to obtain approval from HFMA. Upon receipt of approval from HFMA to change bylaws, the chapter must submit to HFMA and post on its website an updated version within 90 days. Bylaws must include date of last revision.

Chapter Verification Form: Due July 1

Chapter Presidents must review and acknowledge the [One HFMA scope of work](#) annually.

Chapter Success Plan: Due July 1

Chapters are required to complete a [Chapter Success Plan](#) and submit it to their Regional Executive by July 1. The plan will focus on key elements driving performance and service delivery to HFMA members. Chapters will be asked to provide verbal updates on these goals during Regional calls throughout the year.

Educational Program Plan—Annual: Due July 1

Chapters are required to submit a record of all in-person educational events for the upcoming 12-month period beginning June 1 through May 31. Chapters can list upcoming planned events in the Chapter Verification Form. If chapters would like events placed on their event calendars, they can do so using the [Event Request Form](#).

Founders Award Program Maintenance: Due February 10

Effective January 1, 2023 each chapter is required to review and submit Founders Award points for their members to HFMA by February 10 of each year. HFMA will send a Founders Award eligibility report to the Founders Contact and/or President of the chapter by January 15 each year. The chapter then must validate the report and make any needed points changes using the online reporting tool located on the [Founders Awards webpage](#) by February 10. The chapter must also sign off via a survey to indicate the validation process is complete and to provide an address the awards should be shipped to. Medal of Honor awards will be requested via a separate survey. HFMA will then send a final report to the chapter within a week, showing the final listing of awards that were ordered. If awards need to be ordered outside of this timeframe, chapters can submit as needed and they will be ordered on a quarterly basis.

Operating Budget – Annual: Due August 1

Chapters are required to develop an annual operating budget and report it to HFMA using QuickBooks Online.

Requirements/Reporting

- Enter your chapter's annual operating budget into QuickBooks Online by August 1.
- Keep all financial records of the chapter—including financial statements, canceled checks, etc.—as recommended in the Record Retention Policy (see HFMA Financial, Tax and Insurance Management Guide).

Financial Review—Annual: Due August 1

Chapters are required to conduct a financial review to test and validate their fiscal integrity and operating guidelines to prepare for completion of IRS Form 990 and submit it to HFMA.

Requirements/Reporting

- Each chapter is required to conduct an independent audit or the HFMA internal financial review by an individual or individuals possessing the appropriate financial experience and who are not involved in the chapter's bookkeeping activity.
- Prior to submitting IRS Form 990, complete, sign, and return the Confirmation of Chapter Fiscal Year-End Financial Review Requirement form to HFMA by Aug. 1. The signed form must be mailed, or scanned and emailed. The 2020–21 chapter treasurer and 2021–22 chapter president must sign the Confirmation of Chapter Fiscal Year-End Financial Review Requirement form.
- Chapters that conduct the HFMA internal financial review must send a copy of the completed and signed Financial Review Program to HFMA by Aug. 1. The document must be mailed, or scanned and emailed.
- If a chapter has an independent review performed, it must meet the minimum guidelines established in the HFMA financial review programs (a financial statement review does not meet the minimum audit requirements).
- Chapters that have an independent audit or financial review performed need only complete and send a copy of the Confirmation of Chapter Fiscal Year-End Financial Review Requirement, signed by the 2020-21 treasurer and president, to HFMA by Aug. 1.
- The chapter's board of directors should review the results of the annual financial review or audit.
- Whether the chapter conducts an independent audit or the HFMA internal financial review, the chapter is responsible for keeping a copy of the audit or review and supporting work papers permanently on file.

IRS Form 990: Due August 1

Chapters are required to submit the financial information for IRS Form 990 to HFMA.

Requirements/Reporting

- Complete the IRS 990 Tax Compliance Survey by July 1.
- Each chapter is required to submit the financial information for IRS Form 990 to the HFMA Controller/Director of Finance by Aug. 1.
- Financials requested are for the period June 1 through May 31.
- Keep a copy of financial information for IRS Form 990 on file for seven years.
- Each chapter must complete an audit or financial review prior to submitting the financial information for IRS Form 990.
- Keep a copy of the general ledger permanently on file.

- In addition to IRS Form 990, three additional forms are required for the chapter to be in compliance with the 990 reporting requirements:
 - The “Authorization of Inclusion of Chapter Information Form for the Group Tax Return” (must be signed by the outgoing chapter treasurer and faxed or mailed separately);
 - Certification of Chapter Organization; and
 - The Practice of Operating Policy Form, which verifies that the chapter is implementing Whistle Blower and Record Retention Policies and that the chapter’s officers, board of directors (voting), and anyone else with spending authority have signed the Conflict of Interest Form.

Leadership Roster: Due March 1

Chapters are required to submit the Chapter Leadership Roster, which contains information on the chapter’s slate of officers, directors, and committee chairpersons for the new fiscal year (June 1 to May 31) to HFMA.

Requirements/Reporting

- Presidents-elect are required to complete an online Chapter Leadership Roster by March 1.
- Chapters must enter all incoming officers, directors, committee chairs, co-chairs, and committee members. Pay particular attention to those composing the chapter board of directors as identified in your chapter’s bylaws. Founders points are automatically awarded for all positions entered into the online Chapter Leadership and Committee Rosters tool in the Chapter Resource Center.
- Chapters should retain a copy of the roster for their records.

Leadership Training Conference

HFMA conducts an annual Leadership Training Conference (LTC) to train, orient, develop, energize, and focus HFMA chapter leaders. At least one chapter President/President-elect and/or one officer must attend and participate in the meeting in person.

Volunteer Leadership Meeting

At least one chapter President/President-elect and/or one officer must attend and participate in the meeting in person.

Membership Satisfaction Surveys

Chapters are required to participate in the HFMA Membership Satisfaction Surveys.

Policy Management

The HFMA Board of Directors delegates authority to the Regional Executive Council for the establishment and modification of a chapter management system. As such, the Regional Executive Council shall develop and maintain procedures and guidelines for the effective implementation of this Davis Chapter Management System policy with the advice and counsel of management.

The Regional Executive Council may recommend to the HFMA Board of Directors the granting of new chapter charters and the revocation of existing chapter charters. The HFMA Board of Directors has sole authority to grant new chapter charters and to revoke chapter charters.

Approved HFMA National Board of Directors

November 6, 1996

Updated HFMA National Board of Directors

March 24, 1998
November 10, 1998
March 21, 2001

Updated Council on Chapter Services

November 13, 2000
February 14, 2001
February 21, 2002

Updated Regional Executive Council

February 14, 2001
February 21, 2002
November 10, 2002
February 26, 2003
November 9, 2003
November 13, 2005
November 6, 2006
March 19, 2008
November 8, 2009
June 24, 2012
November 11, 2012
November 3, 2013
November 9, 2014
June 13, 2016
November 13-14, 2016
November 12-13, 2017
December 9, 2017
July 24, 2018
November 12, 2018
November 18, 2019
November 7, 2021