

hfma[™]

washington-alaska chapter

Board & Officer Onboarding

Table of Contents

1. Snapshot of Board Director Commitment.....	1
2. HFMA National & Chapter Overview.....	2-4
3. WA/AK Board Director Job Description and Expectations.....	5
4. WA/AK HFMA Leadership Development.....	6
5. WA/AK Officer Job Descriptions	7-9
6. Enterprise Membership.....	10
7. Chapter Awards.....	11-12
8. Travel/Expense Policy.....	13
9. DeMarse Overview.....	14
10. ARCHIVED: Past Committee Descriptions.....	15-26

Snapshot of Board Director Commitment

Welcome to the WA/AK HFMA Chapter Board! Your term is a two-year term that begins on June 1 (start of the HFMA fiscal year). During our Spring Conference, the new board and officers are sworn in and installed. You will begin serving during the Spring Conference and before June 1 to attend board meetings, leadership calls, budget formation, and formation of new year committees.

Being a Board Director means much more than attending at least four Chapter board meetings. It is a commitment to be a Committee Chair for at least one appointed area by the President Elect and lead this volunteer committee with recurring calls or meetings during the fiscal year. Please see the list farther below for your estimated time commitment.

Volunteer Summit is where the new leadership picked by the incoming President meets with the WA/AK Board, Officers, and new and potential volunteers to plan the upcoming HFMA fiscal year.

Leadership Training Conference (LTC) is a national event that the Chapter will send at least six people to. Attendees are chosen by the President Elect and may not always be board directors. Travel expenses and registration are reimbursed by the Chapter for attendees.

An event planning company, DeMarse Meetings & Events works with Chapter leadership as the Chapter admin. DeMarse is contracted to work on event contracts and organizing events, communicating with speakers once they have agreed to speak, business partner sponsorship tracking, facilitate communications to our members, and other areas. The DeMarse contract is discussed annually to decipher and understand what DeMarse is contracted to provide in Chapter operational support, alongside what Chapter leadership agrees to volunteer to cover.

Estimated time commitment to the Chapter:

- At least 4 board meetings (estimated 2 hours each)
- Attend Chapter conferences in-person (1-3 days)
- Attend Western Region Symposium (Regions 10 & 11 event) (3-4 days)
- Attend Leadership Training Conference (LTC) (3 days) (invitation only)
- Volunteer Summit (4 hours)
- Committee calls depending on Chapter area (1-3 hours per month)
- Committee planning, networking events, and travel (varies)

HFMA National Information

HFMA's Vision and Values

HFMA is the nation's leading membership organization for healthcare financial management executives and leaders. Nearly 100,000 members-ranging from CFOs to controllers to accountants-consider HFMA a respected thought leader on top trends and issues facing the healthcare industry. HFMA members can be found in all areas of the healthcare system, including hospitals, managed care organizations, physician practices, accounting firms, and insurance companies.

At the chapter, regional, and national level, HFMA helps healthcare finance professionals meet the challenges of the modern healthcare environment by:

- Providing education, analysis, and guidance.
- Building and supporting coalitions with other healthcare associations to ensure accurate representation of the healthcare finance profession.
- Educating a broad spectrum of key industry decision makers on the intricacies and realities of maintaining fiscally healthy healthcare organizations.
- Working with a broad cross-section of stakeholders to improve the healthcare industry by identifying and bridging gaps in knowledge, best practices, and standards.

Vision

HFMA's vision is: "To be the indispensable resource for healthcare finance."

Purpose Statement

To define, realize, and advance the financial management of health care by helping members and others improve the business performance of organizations operating in or serving the healthcare field.

Quality Statement

Quality is the foundation of the Association and the keystone of its efforts to ensure member and customer satisfaction. HFMA's objective is to:

- Consistently provide services and products that meet the quality expectations of its members, customers, and employees.
- Actively pursue a program of continuous quality improvement that enables employees and volunteers to do their jobs right the first time.
- Quality is a major, strategic association goal. It lies at the heart of everything done for members and customers. HFMA strives continually to improve the quality of services and products offered, the processes and procedures used to produce them, and the way they are delivered.

Values Statement

- We believe that service to members is our highest priority.
- We believe in excellence in all that we do.
- We believe that teamwork is essential in meeting the objectives of HFMA.
- We believe in the importance of individuals.
- We believe in encouraging innovation and creativity.
- We believe in conducting HFMA with financial responsibility and a prudent approach to business.

Code of Ethics

As a member of the Healthcare Financial Management Association, I will endeavor to promote the highest standards of professional conduct by:

- Practicing honesty and maintaining personal integrity, including avoidance of conflicts of interest with those of my employer or the Healthcare Financial Management Association.
- Striving for the objective and fair presentation of financial information.
- Fostering excellence in healthcare financial management by keeping abreast of pertinent issues.
- Maintaining the confidentiality of privileged information.
- Promoting a greater understanding of financial management issues by others in the healthcare field and seeking increased public understanding through communication about such issues.
- Seeking to maintain a reasonable balance between the quality and cost of healthcare.

HFMA Chapter Information

The HFMA WA/AK chapter is geographically the largest of the 68 chapters within HFMA. Its membership, over 2,200 members, is also one of the largest within HFMA. The chapter was formed on October 22, 1953.

The chapter is one of seven within Region 11, which also includes Hawaii, Nevada, Oregon, Northern California, Southern California, and San Diego/Imperial. The region is led by an annually appointed Regional Executive. This position rotates each year through the seven chapters of the region.

To serve the needs of its members and to adhere to its articles of incorporation, education lies at the core of the chapter's purpose. To meet member needs, the chapter's main functions are structured around the pillars of Community and Connection. All functions and committees fall under these two areas, led by two Vice Presidents as operational leaders, and the President and President-Elect as corresponding executive sponsors. The executive sponsors meet with VPs to drive the Chapter Success Plan initiatives developed at the Volunteer Summit, Officer Retreats, and other planning activities.

Chapter members can volunteer and participate on various councils and committees. These groups meet informally throughout the year. Council and committee structure are designated by incoming President and submitted annually to the national association.

WA/AK Board Director Job Description and Expectations

As a board director it is expected that you would do the following:

- Attend all board meetings in person or virtually.
- Chair, co-chair or actively participate in one or more committees.
- As chair or co-chair, attend committee meetings set up monthly or in recurring durations necessary to achieve committee objective and direction set by chapter leadership.
- If you or co-chair cannot be at a conference call or in-person conference, be sure someone on your committee has it covered and be proactive to get notes from those leading the meeting.
- Recruit 2-6 individuals for the committee you oversee that will commit to participate in 3-4 of the committee work of planning and implementation of plans. These individuals make up the core of the committee and will become the training ground for those that can step into being co-chair as well as board positions in the future. "Recruit" can sound impersonal and not making personal connections, so be sure to be personable, genuine and build relationships with chapter members and those who you want to volunteer alongside.
- At each conference, you are responsible to:
 - a. Participate in the board meeting (if set at conference, or outside it virtually)
 - b. Assist VP Programs and/or Conference Chair on what needs to be done; that could include introduction of speakers, facilitation of needs of speakers and other roles in the chapter as needed.
 - c. Reach out to members and find new volunteers to connect with and include in your active committee(s).

Chapter Officer Expectations:

- Fulfill duties as outlined in Chapter Bylaws.
- Fulfill additional duties as assigned by the Board or President.
- Attend all Board Meetings in person or virtually.
- Have a copy of the Bylaws and Chapter Success Plan.
- Attend weekly Officer calls, led by the President.
- Attend monthly leadership calls, led by the President.

Board Director Expectations:

- Fulfill duties as assigned by Board.
- Fulfill additional duties as assigned by the Board or President.
- Attend all Board Meetings in person or virtually.
- Have a copy of the Bylaws and Chapter Success Plan.
- Lead committee(s) and report monthly upon request of President.
- Attend monthly Leadership call, led by the President.

WA/AK HFMA Leadership Development

Each year, HFMA hosts a Leadership Training Conference (LTC) to prepare the leaders for the following year. Sessions usually take place in April and move to new locations each year. The purpose of LTC is provide training and guidance to key leadership positions in the charter and to allow networking opportunities with other chapters throughout the country. The Washington/Alaska chapter will reimburse all related expenses for participants.

For WA/AK, the incoming President will lead the planning for LTC.

Responsibilities include:

- Selecting the team that will attend LTC (see guidelines below).
- Participating (along with the incoming president-elect) in the Region 11 presidents meeting.
- Attend (along with the WA/AK contingent) the Region 11 dinner and/or social
- Develop the agenda and lead the WA/AK LTC attendees in dedicated chapter planning time.
- Arrange a chapter dinner or activity (reimbursed by the chapter).

If at any point, one of the designated participants is unable to attend LTC, the President should confer with the executive team and select another chapter leader to attend. WA/AK HFMA Chapter will support the number of free registrations that the national association authorizes as free registrations. Exceptions to send additional participants beyond this must be paid by WA/AK HFMA Chapter.

WA/AK Officer Job Descriptions

Chapter President

Responsibilities:

- Serve as the Chief Executive Officer of the Chapter
- Preside at all meetings of the Chapter membership, Board of Directors, and the Executive Committee, calling meetings as the President deems necessary.
- Exercise general supervision over the activities of the Chapter
- Executive sponsorship and oversight to Community Pillar and defined chapter operations areas under this Pillar.
- Assure adherence to the Chapter Bylaws
- Keep the members of the Board of Directors fully informed and consulted concerning the business of the Chapter.
- Serve as an ex-officio member of all committees.
- Develop a strategic plan for the fiscal year and lead execution of the plan.
- Represent the Chapter at President's Meeting at LTC, Annual Conference and other national meeting invitations, and Western Region Symposium

President Elect

Responsibilities:

- Serve on the Executive Committee
- Fill in for President at Board Meetings in the President's absence.
- Attend President's Meeting at LTC, Annual Conference and other national meeting invitations, and Western Region Symposium
- Assemble and Chair the Nominating Committee for the upcoming year serving as President to determine officer and board leadership selections for the ballot
- Executive sponsorship and oversight to Connection Pillar and defined chapter operations areas under this Pillar.
- Plan and lead the Volunteer Summit
- Plan leadership structure and committee leads for upcoming year.
- Coordinate LTC plans with other Officers and Board directors.
- Coordinate Chapter Success Plan for upcoming year.
- Coordinate Budget with Secretary/Treasurer for upcoming year.

Past President

Responsibilities:

- Serve *ex officio* as a voting Director.
- Collaborate with the President to provide leadership in the chapter, where the President desires continued effort needed and aligned with their vision, and where the Past President agrees to continue.

Secretary/Treasurer

Responsibilities:

- Notify members of their election to Chapter office, and/or work with the incoming President to notify them.
- Issue notices and calendar invites to all Chapter Board meetings and Officer calls.
- Recorder of meeting minutes for chapter Board meetings.
- Recorder of meeting notes for weekly Officer calls and monthly Leadership calls.
- Maintain a current copy of chapter bylaws on file with the chapter and HFMA Chapter Relations
- Issue elections ballots to Chapter membership
- Receives ballots and calculates results of Chapter elections.
- Perform other duties as may be assigned by the President.
- Serve on the Executive Committee
- Receive and disburse the funds of the Chapter, including coordinating outsourced treasury vendor communications and contract renewals.
- Keep and preserve proper vouchers and reimbursement requests for the books of account that shall be open to inspection by the Board of Directors and subject to periodic review.
- Deposit funds of the Chapter in such financial institutions as may be approved by the Board of Directors and shall disburse funds only upon approved vouchers and reimbursement requests.
- Submit regular financial reports to the Board of Directors and an annual financial report to the Chapter membership and National.

Vice President Program Chair

Overall operational responsibility of the Community Pillar areas of chapter operation. TBD each year by the President based on fitting chapter organization structure to the Chapter Success Plan.

Overall operational responsibility of all WA-AK HFMA Conferences

- Western WA (2-3 day), Eastern WA (2-3 day), Alaska (1-3 day)

- Conference Chair Development and lead and delegate areas:
 - Assign volunteers to find speakers and provide speaker agreement for them to provide speakers, along with speaker date and time slot.
 - Mentor/develop Committee Chairs as needed, leading topical think tank areas that result in finding and reaching out to speakers for conferences.
- Develop, collect & maintain Speaker Agreement, coordinating with Demarse Meetings point of contact.
- Develop & maintain Conference Agenda spreadsheet, originating in Google Sheets
 - Add volunteers and Conference Chair to access Google Sheets
 - Have Conference Chair assign speakers to agenda slots.
 - Invite Demarse Meetings point of contact to planning meetings and coordinate communications and conference planning.
- Onsite Conference leader with oversight of program delivery for each conference unless specifically delegated.
 - Designate Conference Chair and Demarse Meetings representative to work as a team with you as VP Programs to execute the conference agenda smoothly.
 - Support Conference Room logistics, including AV, registration, and all areas affect the flow of the actual conference.
 - Coordination of speaker introductions and announcements as needed.
- Coordinate and/or delegate to volunteers the HFMA Chapter webinars.
- Participate in weekly Officer calls and monthly Leadership meetings.
- Participate in quarterly Board Meetings
- If possible, attend Western Region Symposium, Annual Conference and Leadership Training (LTC) upon request of the President.
- Other duties as assigned.

Vice President Innovation

Overall operational responsibility of the Connection Pillar areas of chapter operation. TBD each year by the President based on fitting chapter organization structure to the Chapter Success Plan.

- Defined roles and responsibilities by the President with input from the Officers.
- Special projects that are incubated in a project phase and passed on to volunteers once a project arrives at a production phase.
- Other duties as assigned.

Enterprise Membership

HFMA launched corporate memberships in 2016. All employees are eligible to sign up for membership as a result, and many educational opportunities are available, outside of the chapter offerings. Those that sign up receive a welcome letter and are provided the following benefits:

Exclusive HFMA Member Content

- Receive HFMA's monthly flagship print publication, *hfm* magazine
- Download talent management and career development tools
- View industry regulatory updates, special reports, comment letters, and fact sheets
- Access several HFMA print Newsletters and online HFMA Forums

HFMA Member Education

- Attend any live HFMA webinar covering timely industry topics (also available on demand)
- Get unlimited access to e2 Learning: HFMA's award-winning, on-demand training courseware
- Understand how the industry works with the HFMA Business of Health Care® Online Program ((Part 1 of 2 for CHFP Certification)
- Learn engagement tools with HFMA's Patient Financial Communications Training Program
- Earn a certification and become designated as a leader in the industry (limited number of certification seats)

HFMA Local Chapter Membership

- Make strong connections with others in your local geographic area facing similar demands

WA AK HFMA Chapter Awards

Founders Medal of Honor:

Although the Founders Award program is a national program, the chapter Board of Directors determines the recipients of this award. In addition to holding the Muncie Gold Founders Award for a minimum of three years the member must have provided “significant service” at the chapter level. The Board reviews the accomplishments of each candidate for this award to determine if their activities constitute “significant service”.

Although this award can be presented at any time, it has been Chapter tradition to have the Board act on this before the annual spring conference at the January board meeting, so it can be presented at the annual spring conference.

Chapter Recognition Award (formerly the ANI Scholarship):

The award is based on outstanding contributions to chapter activities. It consists of a fully-paid scholarship to attend HFMA’s ANI (or Region 11 Symposium). Only one scholarship is awarded per year since it is quite expensive. Also, no member may receive this award more than once.

This award is normally presented at Spring Conference.

President’s Award:

At one time this went to the runners-up for the Chapter Recognition Award. However, as its title implies, it is the prerogative of the chapter President to modify criteria for this award from time to time.

This award is normally presented at Spring Conference.

Rising Star Award:

This award was developed to recognize members who quickly became immersed in chapter activities and demonstrated the attributes of a potential leader. It was aimed at relatively new members, although no specific criteria were developed. It would probably be most appropriate for those who have been members for more than 2 but less than 10 years.

This award is normally presented at Spring Conference.

Beyond the Call of Duty Award:

See the accompanying attachment for a description of this award.

Chapter Life Membership:

Only retired members are eligible for this award. This award is intended to recognize outstanding chapter accomplishments. This award not only confers recognition, but can also be financially rewarding, since a Chapter Life Member is exempt from annual dues for the remainder of his or her life.

This award is presented at the next meeting after National approval is received.

Lifetime Achievement Award (aka Tom Muller Award):

The award recognizes members who have made significant efforts in advancing the goals of the chapter over the course of their career and membership in HFMA. This award is not presented on a set schedule but is awarded if and when the board determines that a member has contributed such extraordinary efforts for the benefit of the chapter. I consider this to be the most prestigious award presented by the chapter. However, I have to admit a strong bias in that statement, since I was the first recipient of this award.

There is no set time for this award.

"Beyond the call of duty" award.

- It would not be based on points for activities, since this would be too like the Founders Award
- It would be presented at each multi-day meeting, not just annually
- This would be a recognition award, not a monetary award. So, no cash or prizes of significant value; maybe a gift card like speakers currently receive.
- Nominations from committees/councils at LCC meeting.
- Not every committee/council needs to make nominations at each meeting.
- No more than one nominee per committee/council per meeting.
- Nominations must include reason for nomination. (What did this member do that was beyond the call of duty?) (This is not a popularity contest; it must be based on achievements)
- Nominee does not need to be a member of the nominating committee/council.
- Directors/Officers not eligible. (Conflict of interest, since they will be picking the winner(s))
- Recipient(s) to be picked at Board meeting directly after LCC meeting.
- Nominees not picked are carried forward for consideration at the next Board meeting.
- Award should be presented the next day, If the recipient is not present at the meeting, the award should still be announced.
- No member may receive the award more than once per chapter year.
- This is a recognition award. Therefore, in addition to announcement at the meeting the announcement should also appear in the chapter newsletter and the chapter website. The recipients for the latest year should also be listed in the Membership Directory.
- With the award being presented quickly after the decision, there would be no time to engrave a plaque. However, a certificate could be prepared in advance with the recipient's name to be entered after the Board meeting.

This award is intended to be presented at each multi-day meeting.

WA/AK HFMA Travel/Expense Policy

The Officers and Board of Directors approve an operating budget for each fiscal year. The operating budget shall be the basis for the approval of expenses that authorizes the Secretary/Treasurer to pay chapter expenses. The Travel Policy also authorizes the Secretary/Treasurer to pay chapter expenses.

The planning of chapter meetings and other expenses that are outside or exceed the budget will need approval of the President, President Elect or VP of Programs to authorize the Secretary/Treasurer to pay.

Expenses that have been discussed and approved at the quarterly board meetings or monthly board calls will also be considered approved expenses that authorizes the Secretary/Treasurer to pay.

All Travel should be approved by the President, President Elect or VP of Programs before travel arrangements are made.

Authorized expenditures are as follows:

We will pay mileage to / from the meeting for use of your personal auto at the current IRS rate. Should you choose to fly, then we will pay mileage to / from the airport. We will pay airfare at the coach rate. We will pay for parking at the airport.

We will pay for shuttle bus or taxi from the airport to the hotel or parking at the hotel if you drove your personal auto.

We will pay for your hotel room and taxes for a standard room. No room service or movie rentals.

We will pay for reasonable meal costs that are not provided at the meeting. As a guideline, breakfast \$15.00, lunch \$20.00 and dinner \$25.00. Tips will not exceed 20%.

Registration fee for the meeting.

The following meetings are normally planned for during the fiscal year:

Annual Conference for the Past President, President and President Elect and Scholarship winner.

Fall President's meeting for President and President Elect.

Western Region Symposium for the CORE members (up to four).

LTC for the Officers and up to four board directors.

DeMarse Meetings Overview

DeMarse is consists of experienced planners who have been working with HFMA Chapters across the country for many years. We partner with Chapters to allow their volunteers to focus on providing quality education and benefits to their membership, allowing our team to handle the administrative, event logistics, marketing, and day to day management.

For the HFMA Washington Alaska Chapter, DeMarse will work with the Board and Committee members in the following capacities:

Chapter Administrative Services

- Board & Treasury Support
- Marketing & Communications
- Annual Sponsorship Management
- Annual Sponsorship & Event Exhibit Sales

Event and Project Management

- Venue sourcing and selection
- Registration management
- Budget management
- Contract negotiations for venues, vendors, audio visual, and more
- Exhibit support
- Speaker management
- Conference and event marketing
- Handle on-site logistics
- Handle post-event details and wrap

ARCHIVED: Past Committee Scope and Descriptions

Committee A – Compliance, Policy, & Finance

Committee A shall be responsible for developing education programs necessary to provide members with current information on developments in health policy, legislative, regulatory, legal, tax and compliance issues, human resource management, and risk management.

Committee A is responsible for:

- Developing appropriate meeting or workshop programs related to compliance, health policy, legislative, regulatory and legal issues at the state, local, or national level.
- Developing appropriate meeting or workshop programs related to human resource management issues including labor law, compensation, benefits, diversity, and training.
- Developing appropriate meeting or workshop programs related to legal and tax issues including malpractice issues, corporate law, joint ventures, contracts and tax exemptions.
- Writing articles on these topics for the Chapter newsletter.
- Providing speaker information to the Program Chair at least ten weeks prior to educational session.
- Communicating effectively between LCC meetings in order to complete committee business.
- Coordinating a compliance forum at each quarterly meeting.

Committee B – Revenue Cycle / PFS

Committee B shall be responsible for developing educational programs necessary to provide members with current information on developments in federal, state and private reimbursement, patient financial services, practice management, patient access, managed care and any other healthcare reimbursement issues.

Committee B is responsible for:

- Developing appropriate meeting or workshop programs related to government and other third party reimbursement issues, including various payment methodologies, payor/provider relations, and opportunities for ensuring that reimbursement streams are accurately and appropriately captured and collected.
- Developing programs on managed healthcare topics, such as contracting, authorization and referral management and managing capitated payment arrangements.
- Developing programs on patient financial services, including all aspects of the billing and collection process.

- Developing programs on patient access, including processes to reduce claims denials.
- Creating appropriate meeting or workshop programs related to medical group management, group practice development, medical staff relationships, physician relations with other providers and payors, home health care, infusion therapy, DME and all related issues.
- Encouraging new members from all sectors of the healthcare system, including managed care organizations, home health and long-term care.
- Educating the membership on the current issues with electronic reporting requirements and any new UB04 and HCFA 1500 requirements.
- Coordinating a reimbursement forum at each quarterly meeting.
- Cultivating liaison with AAHAM.
- Writing articles on these topics for the Chapter newsletter.
- Educating Chapter members on current or emerging legal issues in the area and reporting such issues in the chapter newsletter.
- Educating Chapter members on current or emerging legal issues in the area and reporting such issues in the chapter newsletter.
- Providing speaker information to the Program Chair at least ten weeks prior to educational session.
- Communicating effectively between LCC meetings in order to complete council business.

Committee C – Keynote Speakers & Current Events

Committee C shall be responsible for developing educational programs that would have a broad appeal to our diverse membership. Specifically the committee is charged with inviting high quality or well-recognized speakers to provide a keynote speech or presentation to our group. The purpose of the keynote speech is to motivate, inform and inspire the members. It is also designed to increase attendance. In addition, the committee has a charge to educate members on HFMA national services and offerings to increase our use of this resource.

Committee C is responsible for:

- Obtaining a keynote speaker and opening session program for each chapter meeting.
- Obtaining a keynote speaker for a closing session at selected chapter meetings.
- Developing appropriate meeting or workshop programs related to leadership and personal development.
- Keeping the chapter informed of emerging issues, reimbursement and current events.
- Developing programs on National HFMA services.
- Providing speaker information to the Program Chair at least ten weeks prior to educational session.
- Communicating effectively between LCC meetings in order to complete committee business.

Committee D – Clinic & Medical Practice

Committee D shall be responsible for developing educational programs necessary to provide members with current information on developments in technology and information systems, financial and accounting issues, quality management, strategic planning, budgeting, and capital formation.

Committee D is responsible for:

- Developing appropriate meeting or workshop programs related to technology and information management issues including financial, medical and executive information systems, enterprise and community integration.
- Developing appropriate meeting or workshop programs related to financial and accounting issues including audit guides, FASB and GASB issues, cost accounting systems, external and internal auditing, and capitation accounting.
- Developing appropriate meeting or workshop programs related to strategic planning, budgeting and capital formation issues including market research, marketing, strategic plans, long range financial projections, budgeting, ratio analysis, capital planning, and financial and equity issues.
- Developing appropriate meeting or workshop programs related to quality management issues including total quality management, continuous quality improvement, outcomes measurement, case management, HEDIS, and population-based care.
- Writing articles on these topics for the Chapter newsletter.
- Providing speaker information to the Program Chair at least ten weeks prior to educational session.
- Communicating effectively between LCC meetings in order to complete committee business.

Committee E – Critical Access & Rural Hospitals

Committee E is responsible for overseeing the special needs of critical access hospitals and healthcare professionals in Washington. The committee also covers educational programs for other small/rural delivery systems, ambulatory care and post-acute care.

Committee E is responsible for:

- Developing appropriate meeting or workshop programs related to issues common to critical access facilities.
- Developing appropriate meeting or workshop programs related to post-acute care including nursing home management, payment issues, home health, sub-acute, assisted living, strategic planning and financial management.
- Developing appropriate meeting or workshop programs related to ambulatory care issues as they affect rural facilities, including outpatient payment issues, staffing, and APC's.
- Writing articles on these topics for the Chapter newsletter.
- Providing speaker information to the Program Chair at least ten weeks prior to educational session.
- Communicating effectively between LCC meetings in order to complete committee business.

Committee F – Alaska & Webcasts

Committee F is responsible for leading the educational efforts for the Alaska membership. Committee F is responsible for:

- Developing a meeting program in Alaska each year.
- Seeking input from Alaska members regarding special issues pertinent to them.
- Determining the best methods of providing education to members who cannot attend quarterly meetings due to the geographic diversity.
- Cultivating liaison with the Alaska Hospital and Nursing Home Association.
- Writing articles on these topics for the Chapter newsletter.
- Providing speaker information to the Program Chair at least ten weeks prior to educational session.
- Communicating effectively between LCC meetings in order to complete committee business.

Council I - Chapter Operations

The Chapter Operations Council is responsible for the administrative functioning of the Chapter. The Council focuses on quality and the improvement of Chapter management and services to increase member satisfaction, while contributing to the growth of the Chapter's human and financial resources. This requires a close working relationship with Council III and Council IV.

Council I is responsible for:

- Suggesting dates and locations for meetings and workshops to the Meeting Venue Chair.
- Coordinating with facilities for meeting/workshop accommodations.
- Coordinating the registration table at the meeting/workshops.

- Coordinating social and networking events in conjunction with meetings and workshops.
- Coordinating the availability of a hospitality suite at each quarterly meeting and appointing a member to be responsible for the hospitality suite at each quarterly meeting.
- Coordinating audio visual at meetings.
- Preparing speaker evaluation forms and compiling results.
- Coordinating the annual vendor fair.
- Recruiting corporate sponsors and providing recognition for the sponsorship. The Sponsor Chair will maintain records of sponsorship.
- Maintaining and updating the Chapter Operations Manual.
- Systematically developing a review process and improvement plan for chapter operations.
- Effective communication between LCC meetings in order to complete council business.
- Establishing sub-councils for the following activities: Corporate Sponsor Program, Chapter Operations Manual, Networking/Social Events, and Chapter Operations Manual.
- Assigns Members to Roles and Oversees efforts:
 - Audio/Visual
 - Evaluations
 - Registration
 - Social Events
 - Sponsorship
 - Trade Fair
 - Meeting Venues

Evaluations

- Prepare program evaluation forms for each meeting
- Tabulate scores after each meeting
- Send evaluation scores to committee chairs to send onto the speakers

Registration

- Maintain and deliver to meeting sites the registration materials (name badges, sponsor banners, etc.) and set up and staff the registration desk during meetings

- Coordinate Event registration for each meeting

Social Events

- Coordinating social and networking events in conjunction with meetings and workshops
- Coordinating the availability of a hospitality suite at each quarterly meeting and appointing a member to be responsible for the hospitality suite at each quarterly meeting

Sponsorship

- Create a plan to achieve the Sponsorship goals set by the board
- Recruiting sponsors for sponsor recognition
- The sponsor chair, with the help of a sub-council, will develop a Corporate Sponsor Guide
- The sponsor chair will maintain records of sponsorship
- Coordinate and obtain logos for recognition
- Create sponsorship banner.
- Ensure recognition in directory and on website
- Recognition at meetings

Trade Fair

- Coordinate the Annual Vendor Trade Fair for the designated meeting
- Create a theme for the trade fair (ie Hawaiian, Star Wars, jungle etc)
- Purchase theme outfit/gear for the Trade Fair committee and registration so that attendees/vendors know who to talk to when they have questions.
- Create and coordinate a game that will get the attendees to visit the trade fair booths.
- Coordinate with setup vendor (ex. Triumph) for booths and layouts.
- Coordinate electrical and Wi-Fi for the conference area with the conference location and/or the vendor that they use.
- Coordinate with Sponsorship for vendor email blasts and solicitations for booths and sponsorship opportunities.
- Coordinate the sale of booth space

- A week prior to the event assign vendors their booth numbers. Communicate this with Registration so that they can communicate this with the vendors.
- Coordinate the communications with Registration chair to ensure smooth vendor check-in
- Put together a vendor welcome bag for each of the booths. These usually include two bottles of water, some candy, two granola bars.
- Coordinate with Current/Incoming President regarding Vendor Show Announcement (MC) to ensure that vendors who have sponsored items and/or purchased a booth gets a shout out. Also, encourages attendees to stop by the booths.

Meeting Venues

- Suggesting dates and locations for meetings and workshops to the President-Elect
- Coordinating with facilities for meeting/workshop accommodations and food
- Work with facility on contract
- Coordinate with other teams regarding completion of contracts.

Council III - Membership Services

Members are the strength and lifeblood of HFMA. Therefore, the primary mission of Council III shall be the recruitment and retention of members. Council III shall be responsible for services to members, including development of chapter leadership by promoting volunteerism. Council III—Membership Services consists of a Council III Chairperson who then appoints and works with a team of Chairs. Below is a list of responsibilities by each of the Chairs.

Council III Membership Services Chair:

- Developing a membership recruitment and retention plan
- Identifying sources of potential new members and establishing ways to meet the membership goals of net member growth and renewal rate
- Direct activities for reminding members to renew their membership
- Direct activities to encourage new and veteran members to participate in LCC
- Direct the New Member and Volunteer Table activities for each chapter conference event by displaying HFMA brochures, membership applications and National HFMA program announcements.

- Communicating effectively with Council III Chairs and volunteers between LCC meetings to complete council business
- Encouraging active and diverse LCC participation to develop Council III leadership
- Recruit and working collaboratively with Chairs to lead Council III, include the following roles:
 - Membership Marketing Chair
 - Membership Welcome Chair
 - Membership Directory Chair
 - Newsletter Chair
 - Communications/Social Media Chair
 - Volunteer Coordinator / New Member Engagement Chair
 - Mentorship Program Chair
 - Early Careerist Chair

Membership Marketing Chair:

- Prepare mass email marketing communications and innovate new ways to increase membership and membership retention.

New Member Welcome Chair:

- Welcome new members with the Welcome Packet that may include sending a Welcome Packet, assist with Membership Directory, and lead Greeters Team at conferences and events

Membership Directory Chair:

- Publish and distribute the Chapter Membership Directory.

Newsletter Chair:

- Encourage authorship of articles and publish four chapter newsletters each year

Communications / Social Media Chair:

- Maintaining the chapter's website and increase social media presence of the chapter

Volunteer Coordinator / New Member Engagement Chair:

- Lead the coordination of volunteers to chapter events and activities that need volunteers

Mentorship Program Chair:

- Lead the mentorship program, including recruitment and running the mentorship program.

Early Careerist Chair:

- Lead the Early Careerist activities and integration in chapter events, activities and leadership development

Council IV - Membership Support & Recognition:

Membership Support & Recognition is led by the Council IV Chair who directs the activities of the following areas per appointed Chairs:

- Certification
- CPE Management
- Founder's Points
- Job Postings
- Yerger Awards Submission

Certification Chair:

Becoming certified distinguishes you as a leader and high-level professional in the healthcare finance industry. It reflects a deep personal commitment and sense of accountability that inspires credibility and confidence in your professional knowledge. Through HFMA Certification Programs, you can show your dedication to high industry standards.

- Encourage members to become certified and will encourage members who are already certified to maintain their certification
- Partners with organizations to promote certification of team members

CPE Management Chair

- Obtain CPE accreditation for Chapter programs, and with Council members' assistance, maintain attendance records to document CPE hours

Founder's Points Chair

- Maintaining Founder's Awards records

- Prepares history synopsis for service recognition