**COHFMA**

**Summary of Committees**

**Communications**

The Communications Committee responsibilities include the coordination and publication of information for chapter members for events and promotion of the Chapter. In addition, this committee coordinates maintenance of the Chapter’s website, monitors the Chapter’s email, and develops, distributes, and monitors social media communications (including at the time of this summary; Twitter, Facebook, LinkedIn, and Vimeo). Other committee responsibilities include OneHFMA and CVent coordination. The committee meets virtually quarterly and communicates regularly via email. This committee collaborates with all other Chapter committees.

**Early Careerist**

The Early Careerist Committee was created to meet the needs of individuals who are transitioning to a new role within the healthcare industry. Whether that be an undergraduate student assuming a full-time position, a graduate student acclimating to a new job, a current professional transitioning to a different role in the industry, or an individual returning to the workforce, this committee aims to provide well-rounded support so that its members experience a smooth transition to the professional space.

This committee is designed to be a space for collaboration, where young professionals can share ideas with others within the same experience range or position titles. Therefore, the committee’s leaders are Early Careerists themselves, as they have the best understanding of this group’s current needs in the healthcare field. The committee meets virtually quarterly and communicates regularly via email. This committee collaborates with all other Chapter committees to incorporate an Early Careerist emphasis in Chapter activities.

**Gives Back**

The Gives Back Committee commenced in 2021. This group leads HFMA member volunteers and their families in various activities to support our community. The committee meets quarterly and communicates regularly via email. The goal of this committee is to coordinate a community service event at least biannually. This committee collaborates with all other Chapter committees.

**Membership**

The Membership Committee is responsible for building and maintaining the chapter’s membership. Primary responsibilities include recognizing member anniversary milestones, member support and mentorship at on-site events, new member reception planning/execution, welcoming new members, communicating with lapsed/nonrenewal members, and identifying any member needs for future events. The committee will also coordinate the membership campaign to fulfill the chapter and/or Regional goal of new and retained members for the upcoming year. This committee collaborates with all other Chapter committees. The committee meets virtually quarterly and communicates regularly via email.

**Networking**

The Networking Committee supports the Chapter’s programming efforts by coordinating event space, catering selections and overall event logistics. This group leads and participates in all associated networking specific events including social specific experiences and the Chapter’s signature Holiday Gala. For on-site educational sessions, additional responsibilities for this committee includes attendee registration, payment, and meeting follow-up. This committee collaborates with all other Chapter committees. The committee meets virtually quarterly or as deemed necessary by the Committee Chair and communicates regularly via email.

**Programming**

The Education/Program Committee is responsible for developing and coordinating all chapter on-site and webinar educational sessions, including program content and speakers. Each event is lead by a specific Event Chair and may have include different committee members depending on the members’ interests of the planning the event. This committee collaborates with all other Chapter committees. The committee meets virtually on a specific cadence deemed necessary by the Event Chair of the committee and communicates regularly via email.

**Sponsorship**

The Sponsorship Committee is responsible for establishing relationships with chapter supporters. Primarily, the committee creates and executes a sponsorship program by defining levels of donations to raise funds to assist with Chapter operations. Key activities include developing, approaching, and obtaining both sustaining and Special Event sponsors to support events and events related activities as defined by the Leadership Team and approved by the Board of Directors. This committee collaborates with all other Chapter committees. The committee meets virtually on a specific cadence deemed necessary by the Chair of the committee and communicates regularly via email.

**Student Leadership**

The Student Leadership Committee commenced in 2020. Goals of this committee have been established and continue to evolve including vision of a mentorship program. Subcommittee structure has been developed including membership, communications, and programming. Primary focus is given to building connections with Central Ohio area colleges and universities to increase the student membership base. The committee coordinates a monthly student-specific newsletter and executes student-specific networking events. This committee collaborates with all other Chapter committees to incorporate a student emphasis in Chapter activities.