

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 Healthcare Financial Management Association's (HFMA) 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.

One HFMA

As an HFMA Chapter Champion, the commitment is to lead the charge to maximize the value of One HFMA Resources for members, ensuring a consistent experience.

Recognizing the wealth of knowledge, tools, and opportunities available, the chapter will actively promote its utilization. Fostering a culture of engagement with One HFMA, enhances collaboration, best practices sharing, and a seamless member experience.

This commitment to consistently leverage One HFMA Resources not only adds significant value to members but also contributes to the cohesion and success of chapters as we collectively navigate the dynamic landscape of healthcare financial management.

HFMA is dedicated to recognize and celebrate the contributions of chapters and regions who actively engage with and utilize One HFMA Resources, acknowledging the commitment to member experience and the overall success of chapters.

Success Award

Purpose

The purpose of the Success Award is to support positive outcomes resulting from the Chapter Success Plan. Should the chapter miss required chapter reporting due dates included in this policy, the chapter will not be eligible to earn awards for that chapter year. Every chapter and region has the opportunity to submit one application in each

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category, accompanied by supporting documentation, for consideration in any of the following three categories:

1. Member Value:

- Recognizing initiatives that have added significant value to chapter, multichapter or regional activities.

2. Chapter Excellence:

- Acknowledging efforts that focus on various solutions and enhance operational excellence of the chapter, multichapter or region.

3. Mission Impact:

- Celebrating mission-focused activities, such as community service efforts or collaboration with other organizations and the chapter, multichapter or region.

By encouraging submissions in these categories, the Success Award aims to spotlight and commend outstanding achievements across the HFMA community, reinforcing the commitment to success outlined in the Chapter Success Plan.

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, single award for multi chapter, a single award for regions and a single award for multi regions.

Award Announcement

Award recipients will be announced live at the Leadership Summit. Recognition will be provided to both finalists and winners.

Chapter Requirements

The 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 requirements 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 August 1

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

Bylaws: Due August 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 August 1. Current versions of chapter bylaws are maintained by HFMA. 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 send to the membership for approval. Bylaws must include date of last revision.

Chapter Verification Form: Due August 1

Chapter Presidents must review and acknowledge the One HFMA standards of service, submit anticipated board meeting dates and planned in-person events and sign-off on their bylaws and website accuracy annually.

Chapter Success Plan: Due August 1

Chapters are required to complete a [Chapter Success Plan](#) and submit it to their Regional Executive by August 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: Due August 1

Chapters are required to submit a list of 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](#).

Engagement Award Program Maintenance: Due February 10

Effective January 1, 2023 each chapter is required to review and submit Engagement Award points for their members to HFMA by February 10 of each year. HFMA will send an Engagement Award eligibility report to the Engagement Contact and/or President of the chapter by January 15 each year. The chapter then must validate the report and make any needed changes using the online reporting tool located on the [Engagement 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

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shipped to. Medal of Honor awards will be requested via a separate survey. HFMA will then send a final report to the chapter by March 1 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: 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: 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 outgoing chapter treasurer and incoming 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 incoming 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 August 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, scanned, emailed, 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.

Informational Form 990 (Excel Document): Due September 15

HFMA Accounting will prepare this document upon chapter submission of Annual Review and send for review and final completion to chapter. Chapter is required to return the completed document by September 15.

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.

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- 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. Engagement Program 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 Summit

HFMA conducts an annual Leadership Summit (Summit) to train, orient, develop, energize, and focus HFMA chapter leaders. At minimum one chapter President/President-elect and one officer or their delegate (chapter committee chair or higher) must attend and participate in the meeting in person. Inclusion of an emerging leader is also encouraged.

Fall Leadership Meeting

This meeting will be planned and held at a regional level during the fall timeframe. At least one chapter President/President-elect and/or one officer must attend this regional meeting and participate in the meeting in person or virtually. One staff member from HFMA headquarters is also recommended to attend (travel cost inclusive of one hotel night stay; if the Region would like further participation it would be at the cost of the Region).

Membership Satisfaction Surveys

HFMA Headquarters provides chapter leadership with the quarterly results of the HFMA Membership Satisfaction Surveys. Chapter leaders are expected to review these surveys and incorporate feedback as they deem necessary.

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
December 9, 2017
July 24, 2018
November 12, 2019
November 18, 2019
November 7, 2021
October 16, 2022
November 13, 2023
April 21, 2024
November 12, 2024