HFMA Regional Executive Council Chair Position Description & Competencies
Term of Office: Three years

Background

The selection process for the Healthcare Financial Management Association (HFMA) Regional Executive Chair is a pivotal part of the organization's leadership structure. The revisions of the Regional Executive Chair selection process mirror the processes for the HFMA Board of Examiners and the Principle and Practice Board chair. This restructuring is designed to enhance transparency, diversity, and the overall efficiency of the selection process, enabling the organization to identify and appoint individuals possessing the necessary skills, experience, and vision to effectively lead and inspire members at the local and regional levels. The role of the REC chair is also essential to creating a consistent and collaborative culture between the association and the volunteers.

Role

The Regional Executive Council (REC) Chair is a key volunteer leadership position that exists to:

- Serve as the primary volunteer leader between Regional Executives at the local level and the Association
- Promote and lead change efforts to drive HFMA's strategies
- Foster dialogue and communication at all levels of HFMA
- Represent the needs and interests of the Regional Executive Council to the HFMA National Board and staff
- Work to create a seamless system of service
- Encourage Regional Executives to collaborate

The term is for three years starting as REC Chair-Elect-Elect, progressing to REC Chair-Elect and finally moving into REC Chair. There is an option to hold an additional term provided it is not concurrent.

Qualifications and Competencies

A successful REC Chair must be able to:

- View issues from multiple perspectives in order to meet the needs of the HFMA member
- Understand and support the strategies set by the National Board to meet member needs
- Communicate the opportunities and challenges in executing those strategies at the chapter level
- Assess past performance and recommend ways to support continued good performance or identify areas for improvement
- Think strategically, build relationships and consensus among regional leaders, encourage collaboration across regions
- Strong listening and communication skills
- Experience facilitating meetings and building teams
- Good time management skills
- Experience leading change management efforts is highly desired
- Previous service as Regional Executive within the last three years preferred
- FHFMA/CHFP certification preferred

Responsibilities

- Attend and facilitate all REC meetings (in-person and virtual). In a typical year there are four to five virtual meetings and two in-person meetings.
- Meet with HFMA staff ahead of meetings to prepare agenda
- Mentor REC Chair-Elect and REC Chair-Elect-Elect

Selection Process

- The application window will be from November 15 to December 15 each year.
- Individuals interested in becoming the REC Chair are required to apply for the position and document experience that demonstrates necessary qualifications and competencies.
- The incoming REC Chair-Elect-Elect is preferred not to be a business partner member if the current REC Chair and REC Chair-Elect are business partner members.
- The HFMA staff will solicit nominations from amongst previous Regional Executives.
- HFMA staff will interview qualified individuals and make recommendations to current REC Chair, Chair-Elect and Chair-Elect-Elect.
- The REC Chair Elect-Elect is chosen no later than during the Leadership Summit held in the year prior to their term of office as REC Chair-Elect-Elect.