

Leadership Job Descriptions

President

General Description:

The President is the chapter's chief operating officer and generally responsible for managing all chapter activities and for the overall operation of the chapter. He/She shall work to ensure member needs are addressed and that a high quality level of activity is maintained.

Goals, Objectives and Responsibilities:

- ◆ Exercise general supervision over chapter activities
- ◆ Assure adherence to constitution and by laws
- ◆ Keep members and directors informed and consulted
- ◆ Appoint committees and serve as ex-officio member
- ◆ Preside at all board meetings and chapter committee meetings
- ◆ Report pertinent information to the membership
- ◆ Work with chapter committees on an as-needed basis to facilitate achievement of goals and objectives
- ◆ Appoint matrix leaders and develop matrix charges
- ◆ Oversee and support membership directory publication
- ◆ Write Pipeline articles
- ◆ Attend four (4) national/regional meetings (Region XI, LTC, ANI & Fall President's Meeting)
- ◆ Maintain appropriate communication with national HFMA
- ◆ Maintain appropriate communication with CLR
- ◆ Attend four (4) educational meetings
- ◆ Plan awards banquet and entertainment with President-Elect
- ◆ Write annual report
- ◆ Serve on Director nominating committee
- ◆ Serve on Officer nominating committee

Leadership Job Descriptions

President-Elect

General Description:

The President-Elect shall provide support and assistance to the operation of the chapter. The President-Elect acts in the capacity of the President when he/she is unable to present. The President-Elect is delegated responsibility by the President at his/her discretion.

Goals, Objectives and Responsibilities:

- ◆ Perform duties of President in absence of President
- ◆ Lead Chapter strategic planning process
- ◆ Coordinate Chapter self-assessment
- ◆ Prepare for year as President
- ◆ Propose changes to matrix committees
- ◆ Maintain oversight responsibility for program councils, establish monthly conference calls with education program chairs, co-chairs and board representatives to maintain ongoing dialogue on upcoming education sessions
- ◆ Review and approve proposed expenditures for education programs
- ◆ Organizes Board and matrix leadership training
- ◆ Reports election results and Chapter organization to National HFMA
- ◆ Ensures program mailings go out on time
- ◆ Assists Activities Chairperson in selecting future meeting locations
- ◆ Attend four (4) national/regional Meetings (Regional XI, LTC, ANI and Fall President's Meeting)
- ◆ Attend four (4) educational meeting
- ◆ Serve on Director nominating committee
- ◆ Serve on Officer nominating committee

Leadership Job Descriptions

Secretary

General Description:

The Secretary is responsible for maintaining all chapter records of meetings and communicating that data to the appropriate members and other interested individuals. The Secretary is also responsible for attending and maintaining all Board Meeting minutes.

Goals, Objectives and Responsibilities:

- ◆ Maintain membership roster
- ◆ Prepare and send DCMS activity reports to National HFMA
- ◆ Communicate with National HFMA on matters of policy determination
- ◆ Coordinate other reporting to National HFMA
- ◆ Coordinate and report Founders points to National HFMA
- ◆ Produce and count election ballots
- ◆ Oversee CPE reporting to meeting attendees
- ◆ Assist with membership directory
- ◆ Work with Member Activities, Membership and Communications Committees
- ◆ Attend one (1) National Meeting (LTC)
- ◆ Attend four (4) educational meeting
- ◆ Serve on Officer nominating committee
- ◆ Chapter Parliamentarian

Leadership Job Descriptions

Treasurer

General Description:

The Treasurer is responsible for overseeing the financial management of the chapter. Activities include the development of an annual budget, maintain control and accountability over revenues and expenditures and financial reporting to the Board. The Treasurer is responsible for the safekeeping, recording, and disbursement of all chapter funds in accordance with established fiscal policy, Board directions and the annual operating budget. The Treasurer is also responsible for attending all Board meetings and for reporting all requested financial information to the National HFMA office.

Goals, Objectives and Responsibilities:

- ◆ Work with OAHHS on receipt of funds for education programs
- ◆ Collect meeting registration information from OAHHS
- ◆ Obtain appropriate signature cards and resolutions in appropriate institution per chapter policy
- ◆ Maintain chapter certificates of deposit or other investment vehicles and reinvest as required by the Investment Policy. Advise the Board as to appropriate investment options as excess funds become available
- ◆ Issue all checks for budgeted expenditures and/or any exceptions approved by the Board, follow Chapter policies for checks for specific dollar amounts
- ◆ Assure that all expenditures are approved and verified prior to payment
- ◆ Assure that all deposits are made in full with appropriate backup and receipt
- ◆ Review and/or establish clear financial policies and procedures and chart of accounts
- ◆ Maintain records in accordance with generally accepted accounting principles on an accrual basis as required by National HFMA
- ◆ Prepare annual budget with President-Elect
- ◆ Prepare quarterly financial statements for distribution to Board
- ◆ Coordinate annual audit
- ◆ Attend one (1) national meeting (LTC)
- ◆ Attend four (4) educational meetings
- ◆ Deliver all accounting records in appropriate, balanced order to the incoming Treasurer
- ◆ Work with Finance Problem Solving Group and Sponsorship Committee

Leadership Job Descriptions

Immediate Past President

General Description:

The Immediate Past President is responsible to provide guidance and support for current President and/or any other chapter leaders.

Goals, Objectives and Responsibilities:

- ◆ Attend four (4) educational meetings
- ◆ Chair Director Nominating Committee
- ◆ Chair Officer Nominating Committee
- ◆ Serve as a Director on the Board
- ◆ Advise the Board

2nd Past President

General Description:

The 2nd Past President is responsible to provide guidance and support for current President and/or any other chapter leaders.

Goals, Objectives and Responsibilities:

- ◆ Attend four (4) educational meetings
- ◆ Serve as a Director of the Board
- ◆ Advise the Board

Ex-Officio Director - OAHHS

General Description:

The Ex-Officio Director from OAHHS provides as a liaison between Oregon Chapter of HFMA and OAHHS.

Goals, Objectives and Responsibilities:

- ◆ Attend four (4) educational meetings
- ◆ Director and coordinator of OAHHS support functions

Leadership Job Descriptions

Director Positions (7)

General Description:

Provide support and leadership to the various Committees of the Board. Provide Board oversight to the Committee and the Committee Chairperson and Co-Chairperson, if applicable

Goals, Objectives and Responsibilities:

- ◆ Serve as a Director on the Board
- ◆ Attend four (4) educational meetings
- ◆ Attend the Matrix Committee meeting

Seven Board Members Support one of the following Committees:

1. Membership Committee
2. Sponsorship Committee
3. Certification Committee
4. Patient Accounts Programs Committee
5. Patient Accounts Problem Solving Committee
6. Finance Programs Committee
7. Finance Problem Solving Committee

Leadership Job Descriptions

Education/Program Committee for Finance or Patient Accounts

General Description:

The Education/Program Committee is responsible for planning and coordinating all chapter educational sessions, including speakers and program write-ups. The Education/Program Committee will include a Chairperson and a Co-Chairperson. The Chairperson will chair the committee. The Co-Chairperson becomes the Chairperson the following year.

Goals, Objectives and Responsibilities:

- ◆ Plan and organize at least four (4) education programs per year of 8-12 CPE credits each
- ◆ Facilitate coordination of topics on monthly conference call
- ◆ Obtain approval for any education program expenditures from President-Elect before financially committing chapter
- ◆ Request speaker provide an outline of covered topic. Review outline and proposed presentation before the conference to ensure content and length are appropriate.
- ◆ Provide promotional material for use in education announcement at least eight (8) weeks prior to each meeting. Included should be:
 - Meeting theme, or topic and one promo paragraph
 - Scheduled time frames
- ◆ Prior to meeting, Chairperson/Co-Chairperson should:
 - Ensure that each speaker has made appropriate travel arrangements and if travel is being reimbursed, ensure that reasonable travel is being assumed (Coach fare etc)
 - Provide Treasurer with copies of speaker contracts and payment arrangements
 - Identify Speaker's AV needs and inform Activities Chairperson
 - Send letter to speaker confirming dates, locations and fiscal arrangements if applicable
 - Ensure that speakers are registered for the conference
 - Request introductions/bios from speakers
- ◆ During the meeting, Chairperson/Co-Chairperson should:
 - Ensure that speaker's AV needs are ready including laptop with presentations loaded
 - Prepare meeting room with handouts and evaluations
 - Coordinate introductions of speakers at the meeting
 - Pick up evaluation forms from registration desk and set out for attendees

- Count session attendees and provide to registration desk
- Wrap up sessions with comments. If sessions run short, try to ask questions of the audience/generate discussion
- Lead group discussion on what topics they'd like to see more/less of at future meetings. Document group ideas for conference planning.
- ◆ After the meeting, Chairperson/Co-Chairperson should:
 - Work with chapter President to send thank you notes to speakers



Leadership Job Descriptions

Membership Committee

General Description:

The Membership Committee is the front door to the HFMA chapter, and the first point of communication with new members. Membership promotes HFMA to the membership. The Committee will include at least a Chairperson and Co-Chairperson. The Co-Chairperson will become Chairperson the following year.

Goals, Objectives and Responsibilities:

- ◆ Welcome new members, provide New Member Information Packet which includes: Welcome letter, benefit summary, an explanation of how to become involved in the chapter including upcoming meetings, and a National HFMA overview.
- ◆ Send New Member Information Packet and existing membership directory to new members.
- ◆ Renew and revise new member packet as required/needed.
- ◆ Recruit mentors and match with new members for each conference. Report resulting Founders Points to Secretary.
- ◆ Staff the membership desk at all Chapter education meetings and workshops. Maintain registration lists and distribute programs to attendees. Maintain CPE list for CPAs and display sponsorship sign.
- ◆ Develop mailing list of new members and/or non-Oregon members wishing to receive chapter communication (i.e. PIPELINE).
- ◆ Submit new member list to PIPELINE editor each quarter.
- ◆ Develop chapter's annual membership recruitment and retention plan, including activities that support chapter growth and goals.

- ◆ Oversee implementation of membership marketing plan, including writing letters to prospective members, securing prospective membership lists.
- ◆ Chairperson is main contact with National for membership reports and marketing information.
- ◆ Liaison with National regarding maintenance of HFMA database. Encourages members to notify HFMA with changes in their job, address, or other status and/or provides info to National.

Leadership Job Descriptions

Member Activities Committee

General Description:

Coordinate the location including lodging, food and entertainment for each of the four educational meetings. Organizes no-host or sponsored social event for each meeting to encourage member involvement and create an environment for members to optimize networking.

Goals, Objectives and Responsibilities:

- ◆ Coordinate and arrange for the locations of future meetings. Coordinate the contract with the location sites for both lodging and food.
- ◆ Facilitate the room AV capabilities for speakers/presenters
- ◆ Review and authorize payment of facility invoices
- ◆ Plan annual awards banquet in coordination with President-Elect
- ◆ Consider at least one event where members can include family members

Leadership Job Descriptions

Sponsorship Committee

General Description:

Solicits sponsorship funds for the chapter which are used to cover the educational and social activities not covered thru members dues and educational program fees

Goals, Objectives and Responsibilities:

- ◆ Prepare sponsorship budget in coordination with President and Treasurer
- ◆ Solicit sponsorship funds at the beginning of the year and throughout the year
- ◆ Inform prospective sponsors of the various levels of sponsorship available and recognition available at each level
- ◆ Obtain from sponsors and arrange advertising copy for membership directory
- ◆ Recognize and thank sponsors by letter and at the annual banquet
- ◆ Order and maintain Sponsorship Boards and ensure Boards are displayed at each educational meeting
- ◆ As sponsors sign up, if eligible, ask them to select a quarterly event to sponsor and set up sponsorship boards and drink tickets as needed.
- ◆ Ensure payment from each sponsor
- ◆ Arrange sponsor for spring golf tournament and set up prizes, etc with golf pro. Arrange groups for golf tournament and inform players of tee times and group members.

Leadership Job Descriptions

Region XI Healthcare Symposium

General Description:

Work with Symposium Organizing Committee

Goals, Objectives and Responsibilities:

- ◆ Raise sponsorship funds for the symposium
- ◆ Assist and organize educational programming for symposium
- ◆ Assist with administrative details prior to symposium
- ◆ Act in an advisory capacity to Board of Directors

Leadership Job Descriptions

Certification Committee

General Description:

The chapter certification chairperson is the chapter's primary point of contact for certification information. He/she is responsible for ensuring that the chapter makes information about certification available in a convenient form. Ideally the certification chair would be a certified member.

Goals, Objectives and Responsibilities:

- ◆ Develop and maintain processes to encourage members to become certified, and to maintain their certifications once they are earned.
- ◆ Work within the chapter to offer appropriate resources in support of certification efforts. Such resources can include study groups and group overviews of certification requirements and ways to prepare for certification.
- ◆ Work with chapter members and national to ensure that members submit complete testing information so they can properly registered to test.
- ◆ Assist members throughout the certification process.

Leadership Job Descriptions

Communications Committee

General Description:

The Communications Committee is responsible for the coordination of information to the chapter members. The committee works closely with the Pipeline Editor and the Web Master to ensure information is current and is an added resource to chapter members.

Goals, Objectives and Responsibilities:

- ◆ Coordinate the Membership Directory
- ◆ Oversee Facebook, Twitter, and LinkedIn accounts
- ◆ Assist Pipeline editor when possible in writing and/or obtaining articles for the Pipeline
- ◆ Assist Web Master when possible in keeping web site content current
- ◆ Consider sending notifications to local newspapers regarding newly-elected Officers and Directors

Pipeline Editor

General Description:

Coordinate the publication of the four (4) chapter newsletters. Content should include information on Chapter education sessions, upcoming activities, reports from other committees, new member recognition, certification information, industry-related topics, or feature articles from members, along with the President's message and list of sponsors.

Goals, Objectives and Responsibilities:

- ◆ Establish publication and submission deadlines for the year
- ◆ Ensure publication of Pipeline is completed within timeframes set by National HFMA
- ◆ Serve as a member of the Communications Committee

Web Master

General Description:

Maintains the chapter's web site to ensure timeliness and content

Goals, Objectives and Responsibilities:

- ◆ Ensure that the chapter's website content is current
- ◆ Serve as a member of the Communications Committee

Leadership Job Descriptions

Problem Solving Committee for Finance or Patient Accounts

General Description:

The Problem Solving Committee is to provide an open, informal forum for sharing ideas and problem solving on current issues affecting day to day operations.

Goals, Objectives and Responsibilities:

- ◆ Provide a mechanism where chapter members can generate rapid turnaround/response for late-breaking industry developments
- ◆ Provide listing of attendees to Secretary to record as Chapter Education Hours
- ◆ Provide input to Board and Educational Program Chairpersons on topics that may be of interest to membership at large
- ◆ Update contact list of those members who have attended problem solving
- ◆ Send request out prior to conference for questions to discuss during problem solving
- ◆ Post minutes on the website keeping answers general

Leadership Job Descriptions

CFO Roundtable

General Description:

The CFO Roundtable is to provide an opportunity for an open-forum discussion with senior hospital finance leaders.

Goals, Objectives and Responsibilities:

- ◆ Provide a mechanism where senior hospital finance members can general rapid turnaround/response for late-breaking industry developments
- ◆ Provide listing of attendees to Secretary to record as Chapter Education Hours
- ◆ Provide input to Board and Educational Program Chairpersons on topics that may be of interest to membership at large

Leadership Job Descriptions

Education/Program Committee for Reimbursement

General Description:

The Education/Program Committee is responsible for planning and coordinating all chapter educational sessions, including speakers and program write-ups. The Education/Program Committee will include a Chairperson and a Co-Chairperson. The Chairperson will chair the committee. The Co-Chairperson becomes the Chairperson the following year.

Goals, Objectives and Responsibilities:

- ❖ Plan and organize at least three (3) education webinars per year of one (1) CPE credit each
- ❖ Facilitate coordination of topics on monthly conference call
- ❖ Obtain approval for any education program expenditures from President-Elect before financially committing chapter
- ❖ Provide promotional material for use in education announcement at least eight (8) weeks prior to each Webinar. Included should be:
 - Webinar title, date, time, presenter and a one paragraph webinar description
- ❖ To schedule webinar the Chairperson/Co-Chairperson should:
 - Determine webinar platform to be used for webinar, i.e., GoToWebinar
 - Schedule the webinar on the platform in order to generate a link to send to membership for registration
- ❖ To enable registration for a webinar the Chairperson/Co-Chairperson should:
 - Provide link to chapter webmaster to place on website for membership to access for registration
 - Send C-vent notice to membership with registration instructions
- ❖ To prepare for day of event the Chairperson/Co-Chairperson should:
 - Via testing process, ensure host and presenter are able to connect to audience for both audio and video
 - Manage registration volume to determine if further reminders should be sent to membership
 - Develop follow up survey to be sent to attendees
- ❖ Day of event and event follow up, the Chairperson/Co-Chairperson should:
 - Host webinar and introduce presenter
 - Send thank you note to presenter