



hfma Eastern Michigan Chapter
healthcare financial management association

HFMA – Job Descriptions

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
CHAPTER 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.

Term:

One Year

Goals, Objectives and Responsibilities:

- Develop goals and objectives of the chapter and each committee in conjunction with the officers, Board of Directors and Committee members. Document these goals and objectives in the chapter's operating manuals, strategic plan, and chapter balanced score card.
- Develop overall chapter organizational structure and publish.
- Work with chapter committees on an as-needed basis to facilitate achievement of goals and objectives.
- Preside at all board meeting and chapter member meetings and report pertinent information to the membership.
- Act as the chapter liaison with other chapters in the region, the Regional Executive, and other related healthcare organizations.
- Hold at least four Board meetings during the year and an officers' meeting once monthly.
- Review and revise the chapter bylaws as necessary.
- Coordinate all chapter activities with National HFMA activities and objectives.
- Attend Fall President's Meeting, Leadership Training Conference, ANI, and other HFMA National meetings as required.
- Direct the professional development strategic goal of the chapter, including opportunities for, and encouraging, members to serve in leadership positions, certification, and recognition.
- Strengthen local chapter interaction with National HFMA, including promoting a national program in Michigan.
- Promote and develop a chapter member for a National position.
- Act as liaison for select Chapter Committees and/or programs as determined annually by Chapter President.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
CHAPTER 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 be present. The President-elect is delegated responsibility by the President at his/her discretion.

Term:

One Year

Goals, Objectives, and Responsibilities:

- Assist in selection of committee members for all chapter committees.
- Assist in coordinating the chapter's planning and goal setting process.
- Assist the President in conducting the planning meeting for the upcoming year.
- Attend Leadership Training Conference and other National meetings as required.
- Oversee the education strategic goal of the chapter. Assure chapter meets its established goal for education registration hours per member and chapter survey score for education.
- Act as liaison for select Chapter Committees and/or programs as determined by Chapter President.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
CHAPTER 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.

Term:

One Year

Goals, Objectives and Responsibilities:

- Attend Board meetings, take attendance, and develop/maintain Board minutes.
- Attend chapter strategic planning session.
- Attend Leadership Training Conference.
- Oversee the networking strategic goal of the Chapter including attendance at member meetings, social events, and CFO events.
- Assure timely submission of the chapter results for the Davis Chapter Management System requirements.
- Oversee the submission of Yerger Award applications.
- Working with the membership committee chair, oversee the member retention activities to meet chapter goals, including publication of the membership directory.
- Working with the newsletter committee chair, assure timely publication and distribution of the newsletter.
- Act as liaison for select chapter committees and/or programs as determined annually by the Chapter President.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
CHAPTER TREASURER/ASSISTANT TREASURER

General Description:

The Treasurer is responsible for overseeing the financial management of the chapter. Activities include the development of an annual budget, maintaining 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 the established fiscal policy, Board direction, 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.

Term:

One Year

Goals, Objectives and Responsibilities:

- Keep chapter Board of Directors informed of current financial position.
- Refer to the Davis Chapter Management System manual for details on charter requirements and suggested management practices.
- DCMS Reporting for Chapter Treasurers:
 - Chapters are required to develop an annual operating budget system and submit it to HFMA National by June 1.
 - Chapters are required to conduct a financial review to test and validate its fiscal integrity and operating guidelines and submit to HFMA National by August 1.
 - Chapters are required to submit the financial information for IRS Form 990 to HFMA National by August 1.
 - The HFMA National Board requires that each HFMA chapter certify their organizational structure – Certification of Chapter Organization. Validate and send to HFMA National by August 1.
- Maintain records in accordance with generally accepted accounting principles on an accrual basis as directed by HFMA National.
- Review and/or establish clear financial policies and procedures and chart of accounts.
- Retain chapter financial records as required by National HFMA.
- Establish a chapter checking account and obtain appropriate signature cards and resolutions in appropriate institution per chapter policy.
- Maintain chapter certificates of deposit or other investment vehicles and reinvest as directed by the Board of Directors.
- Issue all checks for approved budgeted expenditures and/or any exceptions approved by the Board and mail to the president for approval and signature on a timely basis.
- Ensure that all expenditures are approved and verified prior to payment.
- Ensure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in practice.
- Ensure that all deposits are made on a timely basis with appropriate back-up and receipt.
- Provide appropriate assistance to the annual audit process.

Chapter Treasurer/Assistant Treasurer (continued)

- Ensure that appropriate information is submitted to the National office for reporting on a timely basis.
- Prepare and deliver a Financial Report at each Board of Directors meeting.
- Advise the Board as to appropriate investment options as excess funds become available.
- Ensure the treasurer is appropriately bonded.
- Have the check book availability at all quarterly meetings for disbursements.
- Deliver all accounting records in appropriate, balanced order to the incoming treasurer.
- Lead the sponsorship efforts of the chapter.
- Act as liaison for select Chapter Committees and/or programs as assigned annually by the Chapter President.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
CHAPTER BOARD OF DIRECTOR

General Description:

The Board of Directors functions as the chief governing body of the chapter. Board members shall have authority and responsibility for supervising the general operation of the chapter in the furtherance of its stated purpose, mission, and goals. Each Board Member is directly accountable to the President of the Board for performance of the stated duties.

Term: Two years

Goals, Objectives and Responsibilities:

- Attends all regular and special meetings of the Board of Directors and the membership (including the Strategic Planning meeting), and notifies the President if unable to attend.
- Regularly attends committee meetings to which the Director is assigned or a member.
- Participates in the formulation of the chapter's strategic and/or short and long-range plans including annual goals and objectives.
- Contributes to the development, approval, and monitoring of the chapter's annual budget.
- Evaluates chapter policies and programs on a regular basis and makes appropriate recommendations.
- Brings member issues and concerns to the attention of the Board of Directors for consideration and action.
- Assists with recruitment of committee chairs and Board roles for succession purposes.
- Assists committee chairs with recruitment of co-chairs and committee members.
- May chair a committee or special task force and/or serve as a member or liaison to at least one committee, as assigned by the President and/or Board of Directors. Reports monthly to the President or designated officer on the progress and activities of the committee or task force.
- Performs any other non-specified duties necessary to further the business of the chapter, as duly authorized by the President and/or Board of Directors.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
MEMBERSHIP CHAIR/COMMITTEE

General Description:

The Membership Committee is responsible for building and maintaining the chapter's membership. The committee will coordinate the chapter's membership campaign to fulfill the chapter's goal of new members for the upcoming year.

Goals, Objectives and Responsibilities:

- Develop and maintain process to identify new members through the educational sessions and chapter newsletter. Contact each potential candidate at least once during the year for possible membership.

- Develop a year-end summary of activities.

- Develop and maintain a member retention program and submit to chapter leadership. Implement program and submit report to Board quarterly.

- Develop and maintain the new member mentoring program

- Meet at least quarterly. Provide tentative meeting schedule to chapter President by June 1.

- Submit at least three articles to the chapter newsletter.

- Other duties as assigned by the chapter President, Board of Directors, or committee liaison.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
NEWSLETTER CHAIR/COMMITTEE

General Description:

The Communications/Newsletter Committee is responsible for the coordination and publication of bi-monthly newsletters for chapter members. The Chairperson will ensure that the newsletters meet all applicable Davis Chapter Management System requirements.

Goals, Objectives and Responsibilities

- Establish and publish a listing of newsletter publication dates and submission deadlines for the year. Notify committee chairs, Board of Directors, and officers of plan.
- Coordinate the publication of bi-monthly chapter newsletters per year.
- Other duties or responsibilities as assigned by the chapter President, Board of Directors, or committee liaison.

**HFMA Eastern Michigan Chapter
JOB DESCRIPTION
PLACEMENT CHAIR**

General Description:

The chapter job referral chairman is the chapter's primary point of contact for members who are seeking new employment, and for employers seeking to hire healthcare financial management professionals. This position may require the ability to hold information in confidence, and to provide discrete, tactful input.

Goals, Objectives and Responsibilities:

- Develops and maintains processes to encourage members to inform the chairman when there is an opening at their place of employment.
- Works with members of the chapter, other chapter job referral chairs, and HFMA national to assist members and employers to take advantage of both the formal and informal job market, and thereby enhance the value of the HFMA membership.
- Works with members to help them make use of all job referral and job assistance resources available through HFMA. This includes such options as the classified ads on the web, and self-assessment tools, as well as passing along information received from national, and other sources as appropriate. Plus posting postings on the HFMA-EMC job posting page and keeping the webpage current.
- Works with recruiters as appropriate to ensure that job information is provided to appropriate individuals within the chapter, and always takes care to maintain the confidentiality necessary for a job search.
- Works within the chapter to offer appropriate resources in support of job referral for the chapter. Such resources can include listing jobs in the newsletter or Web site, reviewing resumes, and providing information on jobs that may be available.
- Provide information for local chapter newsletter, web site, newsblasts, etc.
- Other duties as assigned by the chapter President, Board of Directors, or committee liaison.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
PROGRAM CHAIR/COMMITTEE

General Description:

The Education/Program Committee is responsible for planning and coordinating all chapter educational sessions, including speakers, attendee registration, site arrangements and payment, and meeting follow-up. The Education/Program Committee will include a Chairperson and at least XX other committee members.

Goals, Objectives and Responsibilities:

- Provide tentative meeting schedule to the Board with proposed dates, topics, attendance, and budget by May 1 each year.
- Establish committee goals, which may include: net program income, member and total attendance, and member educational hours. Implement the Program Planning Tool and report results to Board.
- Coordinate a minimum of four chapter educational sessions during the year on a variety of topics to meet the members' needs.
- Submit at least two articles annually for the chapter newsletter covering a topic discussed at an educational sessions.
- Meet at least quarterly. Provide tentative meeting schedule to chapter President by June 1.
- Other duties as assigned by the chapter President, Board of Directors, or committee liaison.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
INSURANCE AND REIMBURSEMENT CHAIR/COMMITTEE

General Description:

The Insurance and Reimbursement Chair/Committee Chair is responsible for planning and coordinating meetings to educate interested parties about managed care issues.

Goals, Objectives and Responsibilities:

- Schedule education sessions during regular meetings to discuss insurance payer and reimbursement issues facing providers and plans.
- Sponsor/coordinate a minimum of one chapter educational session during the year on a variety of topics to meet the members' needs.
- Meet at least quarterly. Provide tentative meeting schedule to the Board with proposed dates and topics by June 1.
- Publish at least two articles for the chapter newsletter.
- Other duties as assigned by the chapter President, Board of Directors, or the officer liaison.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
MANAGED CARE CHAIR/COMMITTEE

General Description:

The Managed Care Chair/Committee Chair is responsible for planning and coordinating meetings to educate interested parties about managed care issues.

Goals, Objectives and Responsibilities:

- Schedule education sessions during regular meetings to discuss managed care issues facing providers and plans.
- Sponsor/coordinate a minimum of one chapter educational session during the year on a managed care topic to meet the members' needs.
- Meet at least quarterly. Provide tentative meeting schedule to the Board with proposed dates and topics by June 1.
- Publish at least two articles for the chapter newsletter.
- Other duties as assigned by the chapter President, Board of Directors, or the officer liaison.

HFMA Eastern Michigan Chapter
JOB DESCRIPTION
REVENUE CYCLE COMMITTEE

General Description:

The Revenue Cycle Chair/Committee Chair is responsible for planning and coordinating meetings to educate interested parties about managed care issues.

Goals, Objectives and Responsibilities:

- Schedule education sessions during regular meetings to discuss revenue cycle issues.
- Sponsor/coordinate a minimum of one chapter educational session during the year on a revenue cycle topic to meet the members' needs.
- Meet at least quarterly. Provide tentative meeting schedule to the Board with proposed dates and topics by June 1.
- Publish at least two articles for the chapter newsletter.
- Other duties as assigned by the chapter President, Board of Directors, or the officer liaison.