

## 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. The President shall work to ensure member needs are addressed and that a high-quality level of activity is maintained to achieve standards established in the Chapter Balanced Score Card (CBSC). It shall be his/her duty to exercise supervision over the activities and welfare of the Chapter. The President is ultimately responsible for timely reporting of the Program Planning Tool, Davis Chapter Management System, Annual Operating Budget and Form-990 to national HFMA.

**Term:** Board position serving a one year term.

**Time Commitment:**

20 - 25 Avg. Hours/Month. Subject to variation based on HFMA event schedule. This does not include travel requirements.

**Goals, Objectives, and Responsibilities:**

- Develop goals and objectives of the chapter and each committee in conjunction with the Chapter Officers, Board of Directors and committee members. Document these goals and objectives in the Chapter's operating manuals, Strategic Plan, Succession Plan and other documents as necessary. Distribute copies of these materials to the Board members and officers. Provides Chapter leaders with overview of CBSC requirements.
  
- In collaboration with the President-Elect and other Chapter leaders develop the board meeting schedule, agenda and materials; ensuring that the Chapter holds at least four Board meetings during the year.
  
- Preside at all board meeting and Chapter committee meetings and report pertinent information to the membership.
  
- Attend Fall Presidents Meeting, ANI, and other HFMA National and Region 2 Leadership Training Conferences as required.
  
- Work with the Chapter Treasurer and other Chapter leadership on development of the Chapter's Operating Budget. This includes ensuring it is reviewed and approved by the Board of Directors and submitted to HFMA National in-line with requirements.
  
- Approve all Chapter disbursements for payment in accordance with the Chapter's travel and expense policies and the operating budget.

**HFMA • LTC • Presidents**  
**Enhance the Volunteer Experience**

- In collaboration with other Chapter leaders works on identifying new Chapter volunteers. Prepares and distributes annual volunteer appeal letter.
- Assures that the Chapter Balanced Score Card, Program Planning Tool, Davis Chapter Management System are updated and all appropriate information provided to National in-line with defined deadlines. Review all outcomes with Chapter leaders both concurrently and retrospectively to ensure the Chapter is in good standing and working towards all goals and objectives.
- Provides a quarterly Presidents Message article for our “Managing Health Today” publication.
- Provides attendees with an overview of the day, welcoming speakers and distributing Chapter information (re. upcoming events, Chapter business, volunteer needs, voting outcomes...) at most Chapter events.
- Champion Yerger submissions, working in conjunction with Chapter leaders to assure Chapter activities and defined goals present the Chapter an opportunity for a successful submission.
- Work with Chapter committees on an as-needed basis to facilitate achievement of goals and objectives.
- Act as the Chapter liaison with the region, Regional Executive, and other related healthcare organizations. Participate in all Regional calls and meetings where applicable.
- Review and revise the Chapter bylaws as necessary. Develop overall Chapter organizational structure and publish in Officer Manual.
- Coordinate all Chapter activities with HFMA National activities and objectives.
- Continuously provide outreach to Chapter members and serve as a face of the organization to ensure we are meeting the needs of our Chapter community.