

JOB DESCRIPTION CHAPTER PRESIDENT-ELECT

General Description:

The President-elect shall provide support and assistance to ensure the successful operation of the chapter. The President-elect acts in the capacity of the President when he/she is unable to be present, and is delegated responsibility by the President at his/her discretion. This position services as the de facto Chair of the Annual Institute Committee.

Term:

One Year

Time Commitment:

10 - 20 Avg. Hours/Month. Subject to variation based on HFMA event schedule.

Goals, Objectives, and Responsibilities:

- Collaborates with Chapter President, Officers, and Board members to update and prepare the strategic plan. Actively participates in planning and goal setting activities.
- Assists Chapter President with Board meeting schedule, agenda, and preparations.
- Responsible for coordinating all activities related to the Chapter's Annual Institute.
- Participates in succession planning activities, including identifying future chapter leaders. Offer training and guidance to develop Chapter leadership.
- Responsible for identifying new chapter volunteers. Prepares and distributes annual volunteer appeal letter.
- Provides recommendations and guidance to various chapter committees. Monitors chapter activities and reviews CBSC, DCMS progress reports to ensure successful outcomes.
- Attend Fall Presidents Meeting and other HFMA National meetings as required.
- Coordinates Chapter participation at HFMA National and Region 2 Leadership Training Conferences. Responsible for planning mini-LTC event in accordance with Region 2 Operating agreement and schedule.
- Approve Chapter disbursements in accordance with the Chapter's travel and expense policies.
- Serves as a liaison to the Advisory Council, Region 2 Executive, and HFMA's Executive representatives.