

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
CHAPTER PRESIDENT**

General Description:

The President is the chapter's chief executive 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 Board of Directors and Committee members. Document these goals and objectives in the chapters operating manuals. Distribute copies of this manual to the Board members and Officers.
- Develop overall chapter organizational structure and submit to national HFMA and Website Committee.
- Work with chapter committees on an as-needed basis to facilitate achievement of goals and objectives.
- Preside at all board meeting and chapter committee meetings and report pertinent information to the membership.
- Act as the chapter liaison with the region, RE, National board member, and other related healthcare organizations.
- Hold at least four Board meetings during the year.
- Review and revise the chapter bylaws as necessary.
- Coordinate all chapter activities with the National activities and objectives.
- Attend Fall Presidents Meeting and other National meetings as required.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
CHAPTER PRESIDENT-ELECT**

General Description:

The President-elect shall provide support and assistance to the operation of the chapter. The resident-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.
- Coordinate the chapter's strategic planning process.
- Conduct planning meeting for the upcoming year.
- Attend Fall Presidents Meeting and other National meetings as required.
- Attend all meetings that the President is unable to attend as necessary.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
VICE PRESIDENT
PROGRAM CHAIR**

General Description:

The Vice President shall provide support and assistance to the operation of the chapter. The Vice-President acts in the capacity of the President when the President or President-Elect is unable to be present. The Vice President is delegated responsibility by the President at his/her discretion. The 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 Program Committee will include a chairperson, co-chairperson and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- Provide tentative meeting schedule to the Board with proposed dates and topics by the Planning Meeting.
- Establish committee goals, which may include: net program income, member and total attendance, and member educational hours. Establish a monitoring system 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.
- Maintain educational session attendance records for professional education requirements for three (3) years.
- Report education hours on the DCMS.

**SOUTH DAKOTA HFMA
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. The Secretary will also serve as the Co-Chair of the Program Committee.

Term:

One Year

Goals, Objectives and Responsibilities:

- Attend Board meetings and develop/maintain Board minutes.
- Submit meeting minutes to the Website Committee.
- Serve as Co-Chair of the Program Committee.
- Submit approved updates to the By-laws, Policies, and Job Descriptions to Website Committee and maintains those records.
- Serves as the DCMS contact and insures the DCMS reporting is completed.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
CHAPTER 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 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.
- Develop a budget of revenues and expenses.
- Submit an annual chapter report to the National HFMA office.
- Maintain records in accordance with generally accepted accounting principles on an accrual basis as required by National HFMA.
- Review and/or establish clear financial policies and procedures and chart of accounts.
- Utilize the Davis Chapter Management System manual for details on charter requirements and suggested management practices.
- 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 required by the Board of Directors.
- Issue all checks for budgeted expenditures and/or any exceptions approved by the Board and obtain approval from the president and appropriate signatures on a timely basis.
- Assure that all expenditures are approved and verified prior to payment.
- Assure that all receipts and disbursements are recorded consistent with the appropriate accounting conventions currently in practice.
- Assure that all deposits are made in full with appropriate back-up and receipt.

- Offer appropriate assistance to the annual financial review process.
- 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.
- Assure that the treasurer is appropriately bonded.
- Have the check book available at all quarterly meetings for disbursements.
- Deliver all accounting records in appropriate, balanced order to the incoming treasurer.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
DIRECTORS**

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:

Three Years

Goals, Objectives and Responsibilities:

- Attend all regular and special meetings of the Board of Directors and the membership, and notifies the President if unable to attend.
- 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 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.
- May chair a committee or special task force and/or serve as a member of or liaison to at least one committee, as assigned by the President and/or Board of Directors.
- Performs any other non-specified duties necessary to further the business of the chapter as duly authorized by President and/or Board of Directors.

**SOUTH DAKOTA HFMA
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. The Membership Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- Promote membership in SD HFMA with active involvement of new members and with membership growth.
- Provide mentoring program for new members educating on benefits of membership and involvement, including committee assignment.
- 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.
- Work with appropriate Board member to identify health care related organizations, and other organizations such as colleges, to promote membership and the chapter.
- Contact colleges and inquire about potential health care related classes and the ability to recruit student members.
- Contact "Non-member" healthcare entities at least annually.
- Develop a year-end summary of activities and objectives for the current year.
- Present dues relief applications to the Board of Directors.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
NEWSLETTER CHAIR/COMMITTEE**

General Description:

The Communications/Newsletter Committee is responsible for the coordination and publication of a minimum of 4 newsletters for chapter members. The Chairperson will ensure that the newsletters meet all applicable Davis Chapter Management System requirements. The Communications/Newsletter Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

Two Years

Goals, Objectives and Responsibilities:

- To keep SD hospitals and healthcare facilities informed on all Chapter activities and current developments in the delivery of healthcare in South Dakota.
- Establish and publish a listing of newsletter publication and submission deadlines for the year.
- Coordinate the publication of at least 4 chapter newsletters per year called “The Quill Exchange”.
- Completes DCMS reporting for chapter newsletters.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
CERTIFICATION CONTACT**

General Description:

The chapter certification chairman 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, for assisting in establishing test days for the chapter, and for working with the chapter president to identify willing certified members to appoint as proctors. The certification chairman would be a certified member who is qualified to serve as a proctor or someone who is interested in becoming certified. The Certification Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One year

Goals, Objectives and Responsibilities:

- Develops and maintains processes to encourage members to become certified, to encourage them to maintain their certifications once they are earned, and to act as proctors for chapter testing events.
- Work with chapter members and national to ensure that members submit complete testing information so they can be properly registered to test.
- Work with local resources to locate appropriate facilities for offering internet based examinations. Such resources can include using local college computer labs and educational facilities at local hospitals.
- Work with chapter education committee and board to establish test dates within the chapter to allow members to take the certification exams during the year. These test dates can be chosen to coincide with other chapter activities, such as a program to allow synergies to develop between testing and other activities.
- Work within the chapter to offer appropriate resources in support of certification for the chapter. Such resources can include study groups and group overviews of certification requirements and ways to prepare for certification.
- Responsible for chapter study guides and recommends purchase of new study guides.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
FINANCIAL REVIEW CHAIR/COMMITTEE**

General Description:

The Financial Review Chair/Committee is responsible for the coordination of the annual review of the chapter's financial statements. The Chairperson will coordinate the review and report to the Chapter at a SDHFMA Business meeting no later than August 1. The Financial Review Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- Perform annual financial review on the financial reports of the SDHFMA Chapter following guidelines established by National HFMA.
- Present the financial review report to the members no later than August 1.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
FOUNDERS POINT CONTACT**

General Description:

The Founders Point Contact is responsible for the coordination and updating of the chapter's members founders points to national HFMA.

Term:

One Year

Goals, Objectives and Responsibilities:

- Coordinates the annual reporting of founders points for the SD Chapter's members.
- Communicates information concerning the founders point program to the SD Chapter members.
- Submit orders for individual awards to national HFMA.
- Coordinate Awards Luncheon biographical information with SDAHO.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
MEMBERSHIP DIRECTORY CHAIR/COMMITTEE**

General Description:

The Membership Directory Committee is responsible for the coordination and publication of the Membership Directory. The Membership Directory Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- Maintains and updates the SD Chapter Membership Directory on an annual basis.
- Distributes the SD Chapter Membership Directory to all members.
- Provides SDHFMA Membership Directory to the Membership Chair for distribution to new members.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
HISTORY & BYLAWS CHAIR/COMMITTEE**

General Description:

The History & Bylaws Committee is responsible for the updating and keeping of the chapter's history and bylaws. The History & Bylaws Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- To accumulate past information and procedure milestones of SDHFMA.
- To annually review the By-laws and Constitution for necessary updating and review.
- To report to the Board of Directors any recommended changes.
- Coordinate with committee chairs for submission of annual reports to the Website Committee.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
PUBLIC RELATIONS CHAIR/COMMITTEE**

General Description:

The Public Relations Committee is responsible for coordinating chapter networking events. The Public Relations Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- To promote awareness of SDHFMA by coordinating the preparation and distribution of newsworthy information.
- To record chapter events by taking photos of education, social and other activities.
- To provide to the Newsletter Committee any relevant pictures and verbiage on chapter activities.
- Plan and coordinate the chapter networking events with the Program Committee and Treasurer.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
WEBSITE CHAIR/COMMITTEE**

General Description:

The Website Committee is responsible for maintaining and updating the chapter website. The Website Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- Coordinates on-line ballot with the Nominating Committee and insures availability by March 1.
- Coordinates on-line registration for chapter events with the Program Committee.
- Continually monitors the performance and effectiveness of the webmaster.
- Coordinates the update of information to the chapter website.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
SPONSORSHIP CHAIR/COMMITTEE**

General Description:

The Sponsorship Committee is responsible for the coordination of the SD Chapter's sponsorship program to support financially the chapter's activities. The Sponsorship Committee will include a Chairperson, Co-Chair (Optional), and committee members as determined.

Term:

One Year

Goals, Objectives and Responsibilities:

- To secure sponsors for the Chapter's educational programs, newsletter, and Membership Directory.
- To recognize all sponsors at educational programs and to coordinate with Newsletter committee in the recognition of the sponsors in "The Quill Exchange".
- To review and implement the sponsorship program to ensure benefit for each level of sponsorship.

**SOUTH DAKOTA HFMA
JOB DESCRIPTION
NOMINATING CHAIR/COMMITTEE**

General Description:

The Nominating Committee is responsible for nominating officer and director candidates for the succession planning of the Chapter.

Term:

One Year

Goals, Objectives and Responsibilities:

- To nominate officer and director candidates from qualified members of the Chapter.
- To communicate with potential nominees and obtain written verification of their interest in the elected position.
- To report the names of the candidates on the ballot to the President of the Chapter.
- To ensure independent verification of election results and report the election results to the President.