



Committee Descriptions and Sign-Up Form

Program Committee: The Program Committee is responsible for planning and coordinating all chapter educational sessions, including speakers, attendee registration, site arrangements and payment, as well as appropriate social activities at these sessions. The Program Committee will include a Chairperson and usually will include at least 20 other committee members. The Program Committee is charged with designing all educational programs for the chapter. This includes three seasonal 1½ day educational sessions (one in the fall, one in the winter and one in the spring), as well as one other half-day educational session and the chapter's annual golf outing.

Other specific job responsibilities include:

- ◆ Promote active involvement of chapter members in determining the nature and content of current and future educational programs.
- ◆ Provide timely, informative and entertaining educational topics for chapter members.
- ◆ Meet and exceed chapter educational expectations.
- ◆ Provide attendees with a forum to express their evaluation of program content and speakers.
- ◆ Plan and arrange for appropriate chapter social activities.
- ◆ Develop and maintain appropriate records to meet the State's requirements for Continuing Professional Education.
- ◆ Expand program content to attract other HFMA members from areas outside of finance.

Membership Committee: The purpose of the Membership Committee is to provide coordination and awareness of member needs. The Membership Committee is also charged with new member recruitment and member retention. The Membership Committee welcomes all new members to the chapter, either personally or through a welcome packet, and coordinates new member recognition and events. 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 Co-Chairpersons and usually will include at least 10 other committee members.

Other specific job responsibilities include:

- ◆ Coordinate recruitment and retention, such that the chapter will achieve a net growth as defined by National HFMA.
- ◆ Encourage all new members to be involved in new member recruitment.
- ◆ Provide a new member orientation packet.
- ◆ Encourage new member participation in chapter programming through free registration to first program.
- ◆ Introduce new members to their colleagues through distinctive name badge identifiers and recognition at educational meetings.
- ◆ Make personal contact with all non-renewing members.
- ◆ Send personal letter and membership service plan to all new members.
- ◆ 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.

Newsletter Committee: The Newsletter Committee is responsible for the publication and distribution of the chapter newsletter called ‘*The e-Beacon*’, which serves as the primary communication device for chapter membership. The main objective of the newsletter is to provide chapter membership with local and national educational information that will foster and increase their knowledge of specific topics in healthcare financial management. Committee members compose articles for publication, solicit articles from different sources, write columns, and more. The e-Beacon is published at least 4 times per year and the committee is open to all current chapter members.

Other specific job responsibilities include:

- ◆ 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.
- ◆ Increase the amount of revenue generated by advertisers in the newsletters.

Sponsorship Committee: The Sponsorship Committee promotes and coordinates the sponsorship program of the chapter. The Sponsorship Committee is responsible for attracting corporate sponsors for our chapter, and to ensure that all sponsors are provided a wealth of recognition opportunities. The members of this committee ensure that a sponsor’s name and logo is displayed on pertinent marketing materials and to assist in gaining on-site acknowledgement at educational sessions. The committee is open to all current chapter members.

Other specific job responsibilities include:

- ◆ To promote and coordinate the sponsorship program of the chapter.
- ◆ To ensure that all sponsors receive the benefits due them through the program.
- ◆ To periodically review the sponsorship benefits and adjust them accordingly.

Certification Committee: The Certification Committee assists chapter members interested in obtaining certification with HFMA. Certification programs through HFMA lead to the designation Certified Healthcare Financial Professional (CHFP) and Fellow of the Healthcare Financial Management Association (FHFMA). Meeting the HFMA certification requirements is widely regarded in helping individuals prepare for increasingly responsible positions in the healthcare industry, as well as demonstrating dedication to professional development. The Certification Committee assists with informing chapter members about reimbursement opportunities for the cost of the certification exam and associated study aids. Certification Committee members may also sometimes act in the capacity as proctor for certification examinations. The committee is open to all current chapter members.

Other specific job responsibilities include:

- ◆ To advise all members of any new developments regarding the HFMA professional examinations.
- ◆ To assist chapter officers in plans to recognize those members who pass the certification examinations.

Communications Committee: This is a new committee designed to combine all communication aspects into one committee so there is continuity in our communication process.

Other specific job responsibilities include:

- ◆ Gather information and create and email spams about educational programs.
- ◆ Create and email spams on chapter or regional webinars.
- ◆ Create and email Nominating ballots.
- ◆ Create and email any chapter communications needed.
- ◆ Develop and maintain rules for chapter communications.



2010-2011 COMMITTEE SIGN-UP AND COMMITMENT

I am interested in the following volunteer opportunities (please list your choices in preferred order.)

COMMITTEES

- Program
- Membership
- Newsletter
- Sponsorship
- Certification
- Communications

I understand the duties and responsibilities of the Committees for which I have volunteered and am willing to make the time-commitment necessary to actively participate on those committees for which I have volunteered.

Signed _____
Name _____
Title _____
Company _____
Address _____
City, State, Zip _____
Phone _____
Fax _____
E-mail _____

RETURN VIA FAX, E-MAIL or REGULAR MAIL TO:

Suzie Gehrig, FHFMA, CPA
Saint Francis Medical Center
530 N.E. Glen Oak Ave.
Peoria, IL 61637
Phone: (309) 671-5833
Fax: (309) 671-8995
e-mail: suzanne.gehrig@osfhealthcare.org