

**HFMA Florida Chapter  
Policy / Procedure Manual**

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**I. Chapter Leader Job Descriptions**

**A. Officers**

**1. President**

- a. Participate in the activities of the Board of Directors.
- b. Act as the chapter's chief operating officer and oversee all chapter activities.
- c. Ensure member needs are addressed and that a high-quality level of education and networking activities are maintained.
- d. Develop goals and objectives of the chapter in conjunction with the Board of Directors and leadership members. Document goals and objectives in the chapter's strategic plan and operating manual. Distribute copies of the strategic plan and manual to the Board members and leadership team members. Ensure strategic plan is posted on the chapter website.
- e. Develop/maintain overall chapter organizational structure and Board member job descriptions in chapter operating manual.
- f. Work with chapter committees on an as-needed basis to facilitate achievement of goals and objectives.
- g. Conduct and preside at a minimum of four board meetings for the year and report pertinent information to the membership.
- h. Act as the chapter liaison with the region, Regional Executive, and other related healthcare organizations.
- i. Review and revise the chapter bylaws as necessary.
- j. Attend Fall Presidents Meeting for Region V and other HFMA National meetings as required.
- k. Chair Nominating Committee to select President-Elect and in-coming Board.
- l. Draft a brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- m. Attend all statewide Chapter meetings.
- n. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- o. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**2. President - Elect**

- a. Participate in the activities of the Board of Directors.
- b. Provide support and assistance to the Chapter President and the general operations of the chapter.
- c. Act 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.
- d. Assist in selection of committee members for all chapter committees.
- e. Coordinate the chapter's planning and goal-setting process for the upcoming chapter year.

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- f. Conduct planning meeting for the upcoming year.
- g. Attend all meetings that the President is unable to attend with his/her proxy, as necessary.
- h. Participate in Region V Board meetings with the Chapter President
- i. Attend Region V Fall Presidents Meeting
- j. Draft a brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- k. Attend all statewide Chapter meetings.
- l. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- m. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**3. Secretary**

- a. Participate in the activities of the Board of Directors.
- b. Record the proceedings of the Chapter Board meetings and issue minutes within 30 days of the meetings as instructed by the Chapter President. Record necessary edits and re-issue as necessary for final approval no later than 60 days from the past meeting.
- c. Serve as the Davis Chapter Membership System (DCMS) reporter for the Chapter:
  - i. Submit quarterly reports of Chapter activity to HFMA National as directed by Chapter President and Chapter Program Chair within 30 days of official Chapter events.
  - ii. Provide the President and Chapter Leadership Team with timely status reports and communication to directors and committee chairs as needed.
- d. Ensure timely completion of members' "Founders Points" information to HFMA National per the pre-published HFMA National calendar for the given year.
- e. Notify Chapter members and HFMA National of Board election results with instructions from the President or his/her designee.
- f. Maintain a roster of members with assistance from the Membership Director.
- g. Draft a brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- h. Attend all statewide Chapter meetings.
- i. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- j. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**4. Treasurer**

- a. Participate in the activities of the Board of Directors.
- b. Oversee the financial management of the chapter such as the development of an annual budget, maintaining control and accountability over revenues and expenditures, and financial reporting to the Board.
- c. Responsible for safekeeping, recording, and disbursing of all chapter funds in accordance with established fiscal policy, Board direction, and the annual operating budget.

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- d. Report all requested financial information to the HFMA National office.
- e. Conduct an annual financial audit.
- f. Keep chapter Board of Directors informed of current financial position.
- g. Maintain records in accordance with generally accepted accounting principles on an accrual basis as directed by HFMA National.
- h. Review and/or establish clear financial policies and procedures and chart of accounts.
- i. Retain chapter financial records as required by HFMA National.
- j. Establish a chapter checking account and obtain appropriate signature cards and resolutions in an appropriate institution per chapter policy.
- k. Maintain chapter certificates of deposit or other investment vehicles and reinvest as directed by the Board of Directors.
- l. Process payments on a timely basis after obtaining appropriate approvals and paperwork.
- m. Draft a brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- n. Attend all statewide Chapter meetings.
- o. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- p. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**5. Immediate Past President**

- a. Participate in the activities of the Board of Directors.
- b. Draft a brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- c. Chair of the Past Presidents Council
- d. Attend all statewide Chapter meetings.
- e. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- f. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**B. Directors**

**1. Director of Education / Program Chair**

- a. Participate in the activities of the Board of Directors.
- b. Develop and coordinate state-wide Chapter educational sessions, including program budget, content, speakers, attendee registration, site arrangements, conference brochure, conference survey(s), invoice payment, and meeting follow-up.
- c. Prepare and submit the Chapter education plan to National by required deadline with input from the Chapter President.
- d. Act as a resource to the Chapter regional Education Directors and Webinar Chair to ensure timely and quality sessions.
- e. Establish an Education Committee and report results to the Board as requested by the Chapter President.

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- f. Ensure the Chapter's educational sessions include a variety of topics to meet the members' needs and meet the Chapter's Chapter Balanced Score Card (CBSC) goal.
- g. Work with the Chapter Secretary to ensure that appropriate information is reported to HFMA National on a timely basis.
- h. Work with the Chapter Communication Director to communicate Chapter education events timely to the Chapter membership.
- i. Work closely with the Sponsorship Chair/Committee in preparation for state-wide conferences.
- j. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- k. Attend all statewide Chapter meetings.
- l. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- m. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**2. Director of Policy and Finance**

- a. Participate in the activities of the Board of Directors.
- b. Establish and guide the Corporate Sponsorship committee to meet stated and assigned goals for the Chapter year.
- c. Present recommendations to the Board for increasing Chapter Sponsorship finances in line with Strategic Plan goals.
- d. Develop and implement strategies for improving the promotion of the Corporate Sponsors through advertising, exhibiting and sponsorship opportunities.
- e. Work closely with the Program Chair and Sponsorship Chair/Committee in preparation for state-wide conferences.
- f. Establish and guide the Scholarship committee to ensure that the provider scholarship program is funded and properly administered.
- g. Establish and guide the Policy committee to maintain the chapter policy and procedure manual and incorporate policies approved by the board.
- h. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- i. Attend all statewide Chapter meetings.
- j. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- k. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**3. Director of Administration**

- a. Participate in the activities of the Board of Directors
- b. Provide the Administration Group committees with the guidance and tools needed to meet their stated and assigned goals for the Chapter year. Act as a central communication point to

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the President and President-Elect for the committees grouped with this area. The typical committees included in this group are:

- i. Website
  - ii. Communications
  - iii. Newsletter
  - iv. Registration
  - v. History
- c. Draft a brief quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
  - d. Assist in program development and execution at the regional and state level as requested.
  - e. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
  - f. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

#### **4. Director of Member Services**

- a. Participate in the activities of the Board of Directors.
- b. Establish and guide the Member Services Group committee to meet stated and assigned goals for the Chapter year.
- c. Present recommendations to the Board for increasing Chapter membership in line with Strategic Plan goals.
- d. Develop and implement strategies for improving the Chapter's and HFMA's image through publications, interaction with other health care organizations, and proactive public relations efforts.
- e. Ensure membership booth is set up, staffed, and stocked with appropriate materials for state-wide, local and partnered conferences (e.g. HIMSS, FICPA) to attract new members.
- f. Work closely with the Program Chair and Sponsorship Chair/Committee in preparation for state-wide conferences.
- g. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- h. Attend all statewide Chapter meetings.
- i. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- j. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

#### **5. Regional Director (North, Central, and South)**

- a. Participate in the activities of the Board of Directors.
- b. Establish regional education committees and report results to the Board as requested by the Chapter President.
- c. Coordinate regional/local Chapter educational sessions, including program budget, content, speakers, attendee registration, site arrangements, conference brochure, conference

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- survey(s), invoice payment, and meeting follow-up.
- d. Prepare and submit the regional education plan to the Chapter Director of Education/Program Chair by required deadline.
  - e. Provide updates to the Chapter Education Director/Program Chair to ensure timely and quality sessions.
  - f. Ensure the regional educational sessions include a variety of topics to meet the members' needs and meet the Chapter's Chapter Balanced Score Card (CBSC) goal.
  - g. Work with the Chapter Director of Education/Program Chair and the Chapter Secretary to ensure that appropriate information is reported to HFMA National on a timely basis.
  - h. Work with the Chapter Communication Chair to communicate regional education events timely to the Chapter membership.
  - i. Work with the Chapter Membership Services Director to promote the value of HFMA membership, provide information to non-members, and serve as liaison to new members in the region.
  - j. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
  - k. Attend all statewide Chapter meetings.
  - l. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
  - m. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.
  - n. Geographic assignments for the Regional Director positions are as follows:

Region	Regional Education Committees
North	<p><b>Destin</b> - Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Liberty, Gulf, Franklin</p> <p><b>Gainesville</b> - Gadsden, Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia, Union, Bradford, Gilchrist, Alachua, Levy</p> <p><b>Jacksonville</b> - Baker, Nassau, Duval, Clay, St Johns, Putnam, Flagler</p>
Central	<p><b>Tampa</b> - Citrus, Hernando, Pasco, Pinellas, Hillsborough, Manatee, Sarasota, DeSoto</p> <p><b>Orlando</b> - Marion, Sumter, Lake, Seminole, Orange, Osceola, Polk, Hardee, Highlands</p> <p><b>Cape Canaveral</b> - Volusia, Brevard, Indian River, Okeechobee, St. Lucie</p>
South	<p><b>Palm Beach</b> - Martin, Palm Beach</p> <p><b>Miami</b> - Broward, Miami-Dade, Monroe</p> <p><b>Naples</b> - Charlotte, Glades, Lee, Hendry, Collier</p>

**6. Director of Education / Interactive Learning**

- a. Participate in the activities of the Board of Directors.
- b. Develop and coordinate regional/local Chapter educational sessions, including program



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- budget, content, speakers, attendee registration, site arrangements, conference brochure, conference survey(s), invoice payment, and meeting follow-up.
- c. Prepare and submit the regional education plan to the Chapter Director of Education/Program Chair by required deadline.
  - d. Provide updates to the Chapter Education Director/Program Chair to ensure timely and quality sessions.
  - e. Establish a regional Education Committee and report results to the Board as requested by the Chapter President.
  - f. Ensure the regional educational sessions include a variety of topics to meet the members' needs and meet the Chapter's Chapter Balanced Score Card (CBSC) goal.
  - g. Work with the Chapter Director of Education/Program Chair and the Chapter Secretary to ensure that appropriate information is reported to HFMA National on a timely basis.
  - h. Work with the Chapter Communication Director to communicate regional education events timely to the Chapter membership.
  - i. Work closely with the Sponsorship Chair/Committee in preparation for state-wide conferences.
  - j. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
  - k. Attend all statewide Chapter meetings.
  - l. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
  - m. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**C. Committee Chairs**

**1. Bylaw Compliance Chair**

- a. Responsible for ensuring the chapter bylaws are followed without exception.
- b. Reviews bylaws on an annual basis and recommends revisions to the Board.
- c. Participate in the activities of the Board of Directors.
- d. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- e. Attend all statewide Chapter meetings.
- f. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- g. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**2. Certification Chair**

- a. Responsible for promoting the HFMA Certification Program and ensure chapter meets CBSC goals.

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- b. Participate in the activities of the Board of Directors.
- c. Promote and encourage eligible members to sit for the certification exams
- d. Provide assistance in the study, registration, and exam process
- e. Promote recognition of certified members.
- f. Encourage certification maintenance
- g. Keep the membership and chapter leadership up to date with ongoing changes in the certification process
- h. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- i. Attend all statewide Chapter meetings.
- j. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- k. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**3. Communications Chair**

- a. Responsible for all communications to chapter members to promote events and deliver chapter announcements via e-mail
- b. Participate in the activities of the Board of Directors.
- c. Coordinate member communications via email, chapter website, and mailings with assistance from the Program Chair and the Chapter President.
- d. Gather information and create email broadcast messages about chapter events.
- e. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- f. Attend all statewide Chapter meetings.
- g. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- h. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**4. Curriculum Chair**

- a. Responsible for ensuring all education content presented at the statewide meetings is relevant and appealing to attract attendance from the provider community
- b. Participate in the activities of the Board of Directors.
- c. Solicit and review speaker proposals from leading industry experts to ensure information is presented at the appropriate level and is relevant
- d. Maintain speaker database of contacts and reviews of past presentations
- e. Select faculty and collect final session descriptions and presentations
- f. Review presentations and ensure that information is relevant and does not advertise a specific product or service.
- g. Develop and maintain appropriate records to meet the State's requirements for Continuing Professional Education (CPE).

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- h. Maintain speaker database of contacts and reviews of past presentations
- i. Solicit feedback from members at the conclusion of the education event
- j. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- k. Attend all statewide Chapter meetings.
- l. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- m. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**5. DCMS Chair**

- h. Responsible for collecting and submitting data to HFMA National as required by Davis Chapter Management standards on a timely basis without exception
- i. Participate in the activities of the Board of Directors.
- j. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- k. Attend all statewide Chapter meetings.
- l. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- m. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**6. Forum Chair(s)**

- a. Participate in the activities of the Board of Directors.
- b. Establish a forum that focuses on a specific area of expertise or common interest that appeals to the membership. The forum will publish the purpose of the forum, how to join, and any eligibility criteria on the chapter website.
- c. Develop and coordinate forum meetings held by conference call to provide education or discuss issues and trends related to the forum specialty on a periodic basis. Frequency will be determined based on the preference of the forum participants at the start of the chapter year but should be at least once per quarter. Forum specialties include:
  - 1. Senior Financial Executives
  - 2. Revenue Cycle
  - 3. Reimbursement
  - 4. Technology
  - 5. Women's Leadership
  - 6. Legislative

Note: Other forums can be established based on membership needs with the approval of the Board.

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- d. Forum meetings may include time on the agenda to deliver education to the group to address the needs of its members. When education is provided, the Forum Chair will capture the event and report the time spent and the number of participants to the DCMS Chair within 10 days after completion of the event.
- e. Provide updates to the Chapter Director of Education / Interactive Learning to ensure timely and quality forum sessions.
- f. Forum chairs will be asked to include time on the agenda to provide updates from the Board about upcoming chapter events and to advertise member services such as the Certification program and Volunteer opportunities.
- g. The forum chair(s) will report results to the Board as requested by the Chapter President.
- h. Work with the Chapter Director of Education / Program Chair and the Chapter President to host in person meetings at each statewide event.
- i. Work with the Chapter Director of Education / Interactive Learning and the Chapter Secretary to ensure that education related information is reported to HFMA National on a timely basis.
- j. Work with the Chapter Communication Chair to advertise forum events timely to the Chapter membership.
- k. Draft brief, timely, quarterly report of activities/personal message to be published in SUNSPOTS Board Reports section.
- l. Attend statewide Chapter meetings.
- m. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- n. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**7. Founders Merit Awards Chair**

- a. Responsible for compiling and maintaining records for the Founders Merit award series and encourage members to become volunteers
- b. Participate in the activities of the Board of Directors.
- c. Update Founders records to reflect current year activity.
- d. Audit and revise as necessary national records
- e. Submit listing of individual and total Founders points for awards at the Annual banquet.
- f. Coordinate a volunteer recognition event at the Spring conference
- g. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- h. Attend all statewide Chapter meetings.
- i. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- j. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

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**8. LINK Chair**

- a. Responsible for providing local perspective on impact of PPACA and HCERA, input and comment on HFMA's positions, and comment on potential HFMA services.
- b. Participate in the activities of the Board of Directors.
- c. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- d. Attend all statewide Chapter meetings.
- e. Establish the regional committee, to include providers - CFOs, CEOs, CMOs, and revenue cycle executives.
- f. HFMA will periodically forward a discussion guide summarizing the issue(s) along with any relevant legislation or regulations and a list of questions and comments.
- g. Upon receipt of the package, the LINK Committee Chair will poll committee members to determine the interest level in responding based upon the impact to the local providers and the community. It is expected that the Committee will respond to at least three to four requests per year.
- h. LINK Committee gathers and summarizes input and responds back to HFMA staff.
- i. LINK Committee is asked to provide an aggregate view of the ideas developed at the local level.
- j. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- k. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**9. Membership Chair**

- a. Responsible for promoting membership in the chapter among employees of healthcare institutions, accounting firms, and other related service organizations in Florida and neighboring states.
- b. Participate in the activities of the Board of Directors.
- c. Coordinate the recruitment of new members. Maintain chapter size to meet Chapter Balanced Score Card goals
- d. Complete a membership recruitment plan to be submitted to the Director of Member Services.
- e. Conduct a membership campaign targeting non-members who are attending current meeting/activities.
- f. Announce all new members in the newsletter.
- g. Assist in recruiting new members to serve on committees.
- h. Prepare a written report of the committee activities and accomplishments at all regular Chapter board meetings.
- i. Complete a membership renewal plan to be submitted to the Director of Member Services.
- j. Conduct a member renewal campaign to ensure member retention
- k. Ensure chapter mailing list is current and accurate.
- l. Assist in recruiting new members to serve on committees.

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- m. Conduct a HFMA member orientation program for new members.
- n. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- o. Attend all statewide Chapter meetings.
- p. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- q. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**10. Membership Engagement Chair**

- a. Responsible for coordinating social activities to promote meaningful networking opportunities at all in person educational events
- b. Participate in the activities of the Board of Directors.
- c. Coordinate the hospitality events for state-wide conferences in conjunction with the program chair and sponsorship chair.
- d. Oversee a Membership Engagement Committee including Chapter Volunteers and a Co-Chair.
- e. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- f. Attend all statewide Chapter meetings.
- g. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- h. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**11. Newsletter Chair**

- a. Responsible publishing 4 newsletters per chapter year to keep HFMA members informed and connected to HFMA and each other.
- b. Participate in the activities of the Board of Directors.
- c. Draft brief, editorial message to be published in *SUNSPOTS* section.
- d. Publish four issues of *SUNSPOTS* according to the following Schedule:

Publication	Submission Deadline
Summer	July 15
Fall	October 15
Winter	January 15
Spring	April 15

- e. Encourage participation of chapter membership in article submission, features, and other information valuable to the Chapter.
- f. Share news of local interest among the Florida chapter members.
- g. Attend all statewide Chapter meetings.

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- h. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- i. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**12. Policy Chair**

- a. Responsible for ensuring the chapter policies and procedures are followed without exception.
- b. Reviews policy manual on a continual basis and recommends revisions to the Board.
- c. Participate in the activities of the Board of Directors.
- d. Draft brief, timely, quarterly report of activities/personal message to be published in SUNSPOTS Board Reports section.
- e. Attend all statewide Chapter meetings.
- f. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- g. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**13. Regional Education Chair(s)**

- h. Participate in the activities of the Board of Directors.
- i. Develop and coordinate between 3-4 regional/local Chapter educational sessions, including program budget, content, speakers, attendee registration, site arrangements, conference brochure, conference survey(s), invoice payment, and meeting follow-up.
- j. Prepare and submit the regional education plan to the Chapter Region Director by required deadline.
- k. Provide updates to the Chapter Region Director to ensure timely and quality sessions.
- l. Establish a regional Education Committee and report results to the Board as requested by the Chapter President.
- m. Ensure the regional educational sessions include a variety of topics to meet the members' needs and meet the Chapter's Chapter Balanced Score Card (CBSC) goal.
- n. Work with the Chapter Region Director and the Chapter Secretary to ensure that appropriate information is reported to HFMA National on a timely basis.
- o. Work with the Chapter Communication Director to communicate regional education events timely to the Chapter membership.
- p. Work closely with the Sponsorship Chair/Committee when providing sponsorship opportunities for local events.
- q. Draft brief, timely, quarterly report of activities/personal message to be published in SUNSPOTS Board Reports section.
- r. Attend statewide Chapter meetings.
- s. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.

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- t. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.
- u. Geographic assignments for the Regional Education Chair positions are as follows:

<b>Regional Director</b>	<b>Regional Committee</b>	<b>Counties</b>
North	Destin	Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Liberty, Gulf, Franklin
	Gainesville	Gadsden, Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia, Union, Bradford, Gilchrist, Alachua, Levy
	Jacksonville	Baker, Nassau, Duval, Clay, St Johns, Putnam, Flagler
Central	Tampa	Citrus, Hernando, Pasco, Pinellas, Hillsborough, Manatee, Sarasota, DeSoto
	Orlando	Marion, Sumter, Lake, Seminole, Orange, Osceola, Polk, Hardee, Highlands
	Cape Canaveral	Volusia, Brevard, Indian River, Okeechobee, St. Lucie
South	Palm Beach	Martin, Palm Beach
	Miami	Broward, Miami-Dade, Monroe
	Naples	Charlotte, Glades, Lee, Hendry, Collier

**14. Registration Chair**

- a. Responsible for handling all registration functions stemming from Chapter educational activities
- b. Participate in the activities of the Board of Directors.
- c. Oversee the registration function for all state-wide conferences and local conferences as requested. This includes the management of Eventbrite.
- d. Prepare materials for attendees including conference folders, name badges, attendance lists, and CPE certificates
- e. Staff On-site Registration Desk, which is open during conference hours for statewide events.
- f. Send final attendance reports to DCMS chair
- g. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- h. Attend all statewide Chapter meetings.
- i. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- j. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**15. Scholarship Chair**

- a. Identify the budgeted financial assistance necessary to encourage increased provider participation



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- b. Promote scholarship application process and administer fair selection process.
- c. Encourage scholarship recipients to give back to the chapter through increasing volunteer activities
- d. Work with Director of Finance / Policy in identifying other scholarship opportunities and strategies.
- e. Develop a strategy to provide recognition and visibility for our Sponsors.
- f. Manage the implementation and ongoing operations of the scholarship program.
- g. Participate in the activities of the Board of Directors.
- h. Furnish activity reports at all regular Chapter board meetings
- i. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- j. Attend all statewide Chapter meetings.
- k. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- l. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**16. Sponsorship Chair**

- a. Responsible for managing the overall Corporate Sponsorship program including recognition of sponsors
- b. Participate in the activities of the Board of Directors.
- c. Recruit and manage sponsors and exhibitors for state-wide and local conferences.
- d. Identify the level of financial sponsorship necessary to support Chapter activities.
- e. Identify methods of obtaining corporate financial sponsorship
- f. Work with Program Chair in identifying sponsorship opportunities and strategies
- g. Develop a strategy to provide recognition and visibility for our Sponsors
- h. Manage the implementation and ongoing operations of the sponsorship program
- i. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- j. Attend all statewide Chapter meetings.
- k. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- l. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**17. Strategic Alliance Chair**

- a. Responsible for identifying non-HFMA organizations with whom the Chapter should coordinate joint meetings for the benefit of its members.
- b. Participate in the activities of the Board of Directors.
- c. Maintain a calendar of events to prevent meeting being held at conflicting times.
- d. Identify joint meeting opportunities that benefit our members.
- e. Coordinate with the non-HFMA organization to facilitate the meeting.

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- f. Ensure chapter adheres to DCMS guidelines for co-sponsor/limited involvement arrangements.
- g. Furnish activity reports at all regular Chapter board meetings
- h. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- i. Attend all statewide Chapter meetings.
- j. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- k. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**18. University Relations Chair**

- a. Participate in the activities of the Board of Directors.
- b. Promotes healthcare financial management careers with undergraduate and graduate level students
- c. Recruits university faculty and student members
- d. Encourages student involvement in volunteer activities
- e. Serve as liaison between chapter and universities with planning co-sponsor educational events and/or enlisting faculty to speak at chapter events
- f. Furnish activity reports at all regular Chapter board meetings
- g. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- h. Attend all statewide Chapter meetings.
- i. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- j. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**19. Volunteer Outreach Chair**

- a. Responsible for bringing awareness to HFMA members of opportunities to volunteer for one or more of the various Florida chapter committees.
- b. Participate in the activities of the Board of Directors.
- c. Actively contact and recruit members to volunteer for the Chapter.
- d. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- e. Attend all statewide Chapter meetings.
- f. Send periodic invitations to Florida members to join a committee
- g. Manage volunteer roster and encourage members to report Founders Points throughout the year
- h. Respond to member inquiries about volunteering and provide further information about the committees
- i. Assist in recruiting new members to serve on committees.

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- j. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- k. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**20. Webinar Chair**

- a. Responsible for providing educational opportunities and professional growth to members of the chapter that can be accessed via webinar platform by planning quality educational programs
- b. Participate in the activities of the Board of Directors.
- c. Coordinate and conduct four webinars per year in conjunction with the Program Chair.
- d. Plan, develop, and coordinate the educational meetings and meeting announcement respectively
- e. Arrange for conference call technology, speakers, audio-visual aids, and other items.
- f. Coordinate the registration at meetings, recording of attendance, receiving and proper accounting of funds to the Treasurer on a timely basis
- g. Furnish activity reports at all regular Chapter board meetings
- h. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- i. Attend all statewide Chapter meetings.
- j. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- k. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

**21. Webmaster**

- a. Responsible for all information made available to chapter members to promote events and deliver chapter announcements via chapter website
- b. Participate in the activities of the Board of Directors and report to the Director of Administration.
- c. Coordinate member communications via email, chapter website, and mailings with assistance from the Program Chair and the Chapter President.
- d. Gather information and post messages on the chapter website as needed.
- e. Draft brief, timely, quarterly report of activities/personal message to be published in *SUNSPOTS* Board Reports section.
- f. Attend all statewide Chapter meetings.
- g. Perform the above duties within the framework of HFMA's Mission Statement, Vision Statement, Quality Statement and Code of Ethics.
- h. As a representative of the Chapter, always conduct oneself in a professional manner and strive for the following six values: Service, Excellence, Teamwork, Importance of Individuals, Innovation & Creativity and Financial Responsibility.

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**II. Special Committees of the Board**

**A. Nominating Committee**

1. The Nominating Committee shall be appointed and act pursuant to the Chapter Bylaw section 6.7. In addition to the requirements of the By Laws, the Chapter President, as Chair of the Committee, shall:
  - a. Appoint the President-elect, Secretary, Treasurer, four Past Presidents (two selected by the President and two selected by the President-Elect), and four members at large to be on the Nominating Committee for the selection of candidates for officers and directors that will serve for the President-Elects' presidential year. If the Secretary and/or Treasurer are nominated for the position of President-Elect, they will remove themselves during the voting process.
  - b. Share with the committee the member responses to the Board questionnaire regarding position preferences which will be sent to all Board members, committee chairs and committee members.
  - c. Advise the committee regarding position eligibility pursuant to the succession plan.
  - d. The Nominating Committee shall give deference to the President-Elects' preference for officer and board positions, but shall not be bound by those preferences.

**B. Financial Review Committee**

1. The Financial Review Committee will follow Section 6.8 of the By Laws and review the following internal controls previously approved by the Board and recommend additional internal controls to the Board as necessary:
  - a. Treasurer reconciles monthly bank statements, and the President reviews all bank statements and reconciliations. President initials both as having been reviewed or provides other satisfactory acknowledgment.
  - b. Financial statements will be prepared quarterly by the Treasurer and submitted to the Board for approval.
  - c. Treasurer should follow up on old outstanding unclear items on the monthly bank reconciliations.
  - d. Treasurer should transfer money from checking to savings on a periodic basis, and the Board shall review its investment alternatives, as necessary, in order to increase investment earning.
  - e. Treasure shall communicate to the membership that the Chapter's financial reports are available upon request.
  - f. The Treasurer will review HFMA's Financial, Tax, and Insurance Management Guide each year.

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**C. Executive Committee**

1. The Executive Committee shall be appointed and act pursuant to the Chapter Bylaws section 6.3.
  - a. There shall be an Executive Committee of the Board of Directors which may be known by such other title as the Board deems appropriate.
  - b. The Executive Committee shall be composed of the elected officers of the Chapter, each of whom shall serve *ex officio*, plus two (2) at-large current voting directors, both of whom having served as directors during the previous year. Such at-large directors shall be elected for one (1) one (1)-year term at the last regular meeting of the Board of Directors preceding the beginning of the fiscal year in which they will serve. A vacancy among the at- large directors on the Executive Committee shall be filled by action of the Board.
  - c. The President shall serve as chairperson of the Executive Committee and the Secretary shall serve as secretary of the Executive Committee.
2. The Executive Committee shall act upon such matters as may be referred to it during intervals between meetings of the Board of Directors to the extent permitted by law and as specified by the Board of Directors.
3. Meetings of the Executive Committee may be called by the President or any two (2) Executive Committee members. Written notice of any such meeting shall be provided at least ten (10) days prior to the meeting via U.S. mail, facsimile, or electronic communication. Neither the purpose of nor the business to be transacted at any such meeting need be specified in the notice or waiver of notice of the meeting. A copy of each notice of an Executive Committee meeting shall be provided simultaneously to each member of the Board of Directors in order to allow the members to express their views on matters which may be considered at such meeting.
4. The Secretary, or his or her designee, shall keep a record of the proceedings of the Executive Committee and shall present such record of proceedings at each Board of Directors meeting.

**D. Regional Executive Selection Committee – Region 5**

Approved May 2014

1. The Region 5 Executive Selection Committee shall be appointed by the Chapter President.
  - a. The previous Region 5 Executive representing Florida will chair the committee.
  - b. Committee members will be selected based on the following criteria
    - Experience serving on the National HFMA board or committee level
    - Knowledge of the past presidents
    - Shared vision of the current chapter leadership
  - c. The Chapter President will serve as a non-voting member of the committee.
  - d. The selection process will be transparent to ensure all Florida Chapter Past Presidents have the opportunity to express interest in the role of Regional Executive if appointed.
  - e. Committee members, with the assistance of National will evaluate the candidate's ability to meet the obligations of the role of a Regional Executive and will represent Region 5 effectively. The role of a Regional Executive is to:
    - Serve as the primary volunteer and policy link between the chapters and the Association

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- Assist chapter leaders in serving members
  - Promote and lead change efforts to drive HFMA's strategies
  - Foster dialogue and communication at all levels of HFMA
  - Represent the needs and interests of chapter leaders to the HFMA Board and staff
  - Work to create a seamless system of service for HFMA's members
  - Encourage chapters to collaborate and help other chapters
- f. Committee members are charged with ensuring the candidate meets the qualifications. The Regional Executive is required to:
- be an HFMA member in good standing
  - have served as chapter president
  - not serve concurrently as a chapter officer during the term as Regional Executive, excluding the position of immediate past chapter president
  - view issues from multiple perspectives: chapter leaders and volunteers, members, association-wide initiatives, national and local strategies.
  - serve in the important role of being an advocate for the chapters and the voice of HFMA all with the same end result in mind: meeting the needs of the HFMA member
- g. Committee members will ensure the candidate has demonstrated skills in the following areas:
- Listening
  - Verbal communication
  - Facilitation
  - Team building
  - Flexibility
  - Time management
- h. The committee will meet at least once via conference call to finalize the selection.
- i. The final selection of the Region 5 Executive will be submitted to the Florida Chapter board for final vote by July 31.

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**III. Chapter Leadership Development**

**A. Succession Plan**

Approved September 2013 / Revised May 2014

The Florida Chapter is committed to making leadership positions available to its members. The succession plan depends on the preparation of chairs and co-chairs for future board positions. In order to be eligible for a board position, the following prerequisites are recommended so that chapter leaders are successful.

<b>Board Position</b>	<b>Prerequisites</b>
Chapter President	President-elect
President-elect	Director of Education / Program Chair or Director of Policy/Finance
Immediate Past President	President
Secretary	Serve on the board for at least 2 years
Treasurer	Serve as Asst. Treasurer or Serve as a board member for at least 2 years
Director of Education / Program Chair	Serve as a board member for at least 1 year
Director of Policy / Finance	Serve as a board member for at least 1 year
Director of Member Services	Serve as a committee chair or co-chair for at least 2 years
Director of Administration	Serve as a committee chair or co-chair for at least 2 years
Regional Director – North	Serve as a committee chair or co-chair for at least 2 years
Regional Director – Central	Serve as a committee chair or co-chair for at least 2 years
Regional Director – South	Serve as a committee chair or co-chair for at least 2 years
Director of Education / Interactive Learning	Serve as a committee chair or co-chair for at least 2 years

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**Committee chairs will serve for 2 years using the following cycles.**

<b>Cycle A Chapter years beginning with even number</b>	<b>Cycle B Chapter years beginning with odd number</b>
<b>Certification</b>	<b>Member Engagement</b>
<b>Newsletter</b>	<b>LINK</b>
<b>Membership</b>	<b>Curriculum</b>
<b>Communications</b>	<b>DCMS</b>
<b>Website</b>	<b>Membership</b>
<b>Strategic Alliance</b>	<b>Founders</b>
<b>Registration</b>	<b>Sponsorship</b>
<b>Scholarship</b>	<b>Webinar</b>

**B. Strategies**

*The following strategies will be followed as best practices:*

1. During the second year of serving as committee chair, a co-chair will be identified as advancing to the committee chair role in the following year with the approval of the Chapter President and President-elect
2. Board members will not chair committees but serve in a mentoring role. This strategy applies to all committees with the exception of the Nominating and Programming Committees. Board members will be responsible for reporting on the activities of the committees they oversee at all board meetings.
3. When possible, we will avoid relying on Past Presidents to serve as committee chairs. Past Presidents can serve as a mentor to any current chapter leader and are welcome to participate as a committee member.
4. Members can volunteer for multiple committees but are limited to choosing no more than 2 during the same year. Service above and beyond 2 committees must be approved by the Chapter President.
5. By September 1, the chapter president and/or president-elect will contact all chapter leaders and discuss role for the next chapter year
6. By November 30, board members and committee chairs will be confirmed by the nominating committee
7. By January 31, a mini-LTC conference will be held for all chapter leaders
8. By May 31, a board orientation meeting will be held to share toolkits between outgoing/incoming chapter leaders



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**IV. Education**

**A. Speaker Gifts**

1. At each conference and one day meeting, the Chapter may present a thank you letter to the speakers or a gift worth approximately \$25.00. The gift may be a gift card, an item, or a donation to a charity in the speaker's name. A Chapter representative will make the presentation at the close of the speaker's comments.

**B. CPE Credit**

(Approved May 2012)

1. The Florida Chapter is registered with the National Association of State Boards of Accountancy and offers CPE credit calculated based on 50 minute credit hours. All education program brochures will contain the required information
  - a. Learning objectives
  - b. Program Content
  - c. Program Level
  - d. Prerequisites
  - e. Advance Preparation
  - f. Type of delivery method
  - g. Recommended CPE Credits
  - h. Registration instructions
  - i. Refund/cancellation policy
  - j. Complaint resolution policy
  - k. Official registry statement
2. Post conference surveys will be conducted and must contain at a minimum the following questions
  - a. Were the stated learning objectives met?
  - b. Were the program materials relevant and did they contribute to the achievement of the learning objectives?
  - c. Was the time allotted to the learning activity appropriate?
  - d. Were facilities and/or technological equipment appropriate?
  - e. Were the audio and video materials effective?

**C. Guest Policy**

1. A guest may only attend social functions if a guest ticket has been purchased on their behalf by an individual who is a paid registrant of the conference.
2. Certain exceptions may be made by the President for guests of honor, including but not limited to, family members of National Board Members and family members of the incoming and outgoing Chapter President at the installation banquet.
3. Members who attend a conference or a social event who are not registered and are required to pay a registration fee will be asked to leave or pay a full registration fee.

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### **D. Registration Fees / Waivers**

1. Registration fee for conferences, meetings and webinars will be approved by the Program Chair. The fees should be set at an amount to cover the Chapter's expenses. Discount pricing may be used to promote meetings and provider attendance.
2. The Chapter will waive registration fees to Statewide Conferences, Regional Meetings and Webinars for Officers and Directors. This policy will include all Past Presidents of the Florida Chapter. Any hotel or travel expenses are the responsibility of the individual member. Registration may be waived for all speakers, and the Chapter may pay for one night's hotel accommodation and travel expenses for Provider speakers.

### **E. Registration Fee Refunds**

Approved May 2012

1. Registration cancellations made 30 days or more prior to the meeting date will be entitled to a full refund less a \$75.00 administration fee. If notice is given within 30 days prior to the program date no refund is due but at the discretion of the Chapter a substitution may be given.

### **F. Speaker Fees**

1. The Chapter authorizes the Program Chair to obligate the Chapter for Key Note speaker fees of up to \$5,000 (maximum of two speakers per meeting) for any Statewide Conference. The Program Chair may seek sponsorship dollars to offset the cost of the Key Note fees. Speaker fees in excess of this amount will require the approval of the Chapter Officers.

### **G. Joint and Co-Sponsored Educational Programs**

1. The Chapter will comply with the definitions set forth by HFMA National regarding Joint and Co-Sponsored Educational Programs:
2. Joint Educational Programs with other HFMA Chapters
3. A joint program with another HFMA chapter is one in which the participating chapters share in the planning, development, implementation, and/or marketing of the program. Regional educational programs as well as multi-chapter educational programs fall into this category and can be either a live program or a webinar. It is up to the participating chapters to determine how the workload will be divided among them. Chapters receive full DCMS credit for members and non-members student members.
4. Significant Involvement Co-Sponsored Educational Programs with Non-HFMA Organizations
5. A co-sponsored educational program with significant involvement is one in which the HFMA chapter is significantly involved in the planning, development, implementation, and marketing of the educational program along with the outside organization. Chapters receive full DCMS credit for member attendees and half-credit for non-member/student member attendees.
6. Limited Involvement Promotion of Educational Programs with Non-HFMA Organizations
7. As the name implies, Limited Involvement Promotion of Educational Programs are those situations when a chapter's involvement with an outside organization's educational program is limited in nature. There are times when an outside organization asks an HFMA chapter to promote the outside organization's upcoming educational program to their HFMA chapter membership. The chapter is not involved in the planning, development, or implementation of

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the program in any way other than marketing the program to its members; however, the program is of educational value and would be beneficial to the membership. Chapter receives full DCMS credit for member attendees and zero credit for non-member/student member attendees.

**H. Promotional Materials by Vendors**

1. Vendors will be allowed to display and distribute promotional and marketing materials at conferences when so requested by the Program Chair or Sponsorship Chair. Exhibitors having an exhibit table at the conference may display and distribute marketing materials without prior permission. However, an exhibitor may not bring any food or beverage products onto the conference property without getting prior approval from the Sponsorship Chair. The Sponsorship Chair must obtain approval from the property / hotel management.

**I. Attendee List**

1. The Chapter will provide a Conference Attendee list to all registered attendees at the conference. Additionally, the Chapter will provide an attendee list to all Corporate Sponsors and Exhibitors two weeks prior to the conference. The attendee list shall not include contact information (phone, address or email).

**J. Conference Raffle Prizes**

1. The Chapter may conduct raffle games and give away prizes at Conferences for participation by attendees in exhibiting games, networking events, education, surveys, certification or any other event that promotes Chapter support.

**K. Complaint Resolution**

Approved May 2012

1. Complaints regarding conferences or education shall be sent to the Director of Education / Program Chair via phone, email, mail or lockbox.

**V. Finances**

**A. Check Request**

Approved September 2011 / Revised May 2014

1. All payments must be pre-approved by the Chapter President and include supporting documentation. All travel expense reimbursements must comply with the current travel expense policy. A Chapter Officer must approve reimbursement expenses submitted by the President. Two disbursement approvals are required on all invoices/expense reimbursements greater than \$1,000.
2. Two Chapter Officers must approval all expenditures greater than \$5,000 prior to the expense being incurred or a contract/agreement signed. All checks greater than \$5,000 must have two signatures.

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3. A check request form provided by the Chapter must be completed for all personal reimbursements. The check request form and supporting documents must be approved by the President and then submitted to the Treasurer. This can be accomplished via email to the President with a cc to the Treasurer so long as all supporting documents are included in the email. The President will respond by email to all with approval or denial.
4. In the case of a check being processed to pay a vendor for an invoice presented for goods or services provided to the HFMA Florida Chapter, the check request form is optional. However, the President's approval is required as stated above.

**B. Travel Expenses**

Approved September 2008 / Revised May 2014

1. **Purpose:** It is appropriate that the Association assume financial responsibility for the cost of conducting Association business. Conversely, it is inappropriate for the Association to participate in the payment of expenses which are personal in nature and which do not provide benefit to the Association in its effort to achieve Association objectives. Requests for reimbursement submitted by use of appropriate forms, including required expenditure documentation, are intended to assist the Association in meeting its accountability to its membership. (Forms may be obtained from Chapter Treasurer.)
2. **Policy:** The Chapter President must pre-approve expenses before they are incurred. Expenses incurred while traveling for the purpose of conducting Association business shall be reimbursed to the extent permissible under the guidelines listed below and only upon submission of an appropriately completed and approved Travel Expense Report. Supporting documentation for travel, lodging, tuition and /or registration fees and any other expenses of which the individual cost exceeds \$75.00 must accompany the Travel Expense Report. Personal expenses are not reimbursable by the Association. Reimbursement Request must be submitted to the Chapter President for approval within 30 days following the date the travel is completed. The President must approve all special, non-planned travel events in advance.
3. **Documentation:** Airline tickets and hotel bills must be attached to your expense report. Also, any other expenses should be documented with a receipt and an explanation of the business purpose.
4. **Lodging/Meals:** Reimbursement for accommodations (when not arranged by HFMA) should include a moderately priced private room in a convenient facility plus appropriate tips. Reimbursement for meals includes beverages and tips; however, meals purchased elsewhere when the Association schedules group meal functions, as a part of the official meeting, are not reimbursable. Reimbursement for all group meal functions must state the individuals in attendance and the purpose of the function/meal.
5. **Transportation:** Use of personal auto is reimbursable at the current IRS allowable rate per mile. Tolls and parking fees are also reimbursable. Taxis, and rental cars, when essential for ground transportation, are reimbursable. Reimbursement for airfare is limited to the lowest available coach airfare between the traveler's home departure city and the commercial airport nearest to the chapter event. First class travel and or upgrade will be considered a personal expense and will not be reimbursed. In the event that the Chapter has to cancel a request for a speaker or representative to attend an event on behalf of the Chapter, any penalties or fees incurred to

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cancel the pre-arranged flight will be reimbursed to the individual. Travelers are encouraged to take advantage of discounted fares whenever possible.

6. **Personal Expenses:** Entertainment expenses will not be reimbursed by the Association. Expenses incurred by personal guests of the traveler are also treated as personal expense. In all but exceptional cases, costs related to the spouse of the traveler are personal. The cost of beverages, except those associated with meals, is also considered personal expense and as such, is not reimbursable.
7. **Purchase of travel insurance is a personal expense:** Personal expenses that are commingled with Association expenses on hotel or other bills charged directly to the Association may be paid either directly to the hotel so that the amount billed to the Association will only be for appropriate Association expenses or deduct the amount of your personal expenses from the expense reimbursement requested. The first alternative is preferred.
8. **Exceptions:** The Chapter President will be allowed to grant exceptions to the above travel and expense reimbursement policy for flat or fixed fee reimbursement in special circumstances that are arranged in advance and may represent a significant savings to the Chapter. These exceptions must be documented in writing and pre-approved by the Chapter President before the expenditure is incurred or paid. An invoice to support the payment of the flat or fixed fee travel and expense reimbursement must be received from the recipient before payment is made.

### **C. LTC Expenses**

1. The Chapter will pay travel expenses and registration to the Leadership Training Conference (LTC) for the incoming President, President-Elect, Treasurer, Secretary, and any other Board Members or Committee Chairs the incoming President so chooses up to a limit of seven (7) attendees. Additional attendees may be invited if the expenses are so approved by the board.

### **D. ANI Expenses**

1. The Chapter will pay for travel expenses and registration to the Annual National Institute for the President, President-Elect, and Immediate Past President.

### **E. Fall President's Meeting Expenses**

1. The Chapter will pay for the travel expenses to the Fall President's Meeting for the President and President-Elect.

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**VI. Scholarships**

Scholarships are intended to help defray the cost of a HFMA promoted activity, encourage membership and increase member involvement in HFMA. New and continuing scholarship awards are based on the availability of funds and are awarded to assist members in the most beneficial manner possible. The board will determine the number of scholarships to be given each year, if any, based upon the availability of funds. The board may name or rename a scholarship in honor of a HFMA Florida Chapter member from time to time as they deem appropriate.

**A. Certification Scholarship**

Approved 7/8/2011

1. Eligibility Requirements:
  - a. A minimum of 3-5 years healthcare financial (provider) management experience recommended.
  - b. Successful completion of one (1) comprehensive certification examination is required.
  - c. Candidates must hold HFMA membership and be a member in good standing. No time duration prior to becoming certified is required.
2. Payment:
  - a. Eligible members will be reimbursed only after successful completion of the exam. The amount of reimbursement will be determined by the board each year and announced in the scholarship brochure. If a limited number of scholarships are available, the board will determine the method of award of said scholarships which will be included in the scholarship brochure.

**B. Conference Scholarship**

Approved September 2012

1. Eligibility Requirements:
  - a. Candidates must hold HFMA membership and be a member in good standing.
  - b. Applicants must work for healthcare providers
  - c. Must complete a scholarship application
  - d. Have not received a scholarship in the last 6 months
2. Selection criteria
  - a. Applications will be determined based on blind voting by the Scholarship committee
  - b. Diversity in provider base of applicants will be considered
  - c. HFMA volunteer involvement will be a determining factor
3. Awards
  - a. Recipients will be notified and provided with travel expense reimbursement policy
  - b. Cost of meals will not be included as a covered expense
  - c. Recipients will be encouraged to volunteer at the event

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**VII. Corporate Sponsorship Program**

**A. Categories and benefits of corporate sponsorship**

1. All Corporate sponsors will be eligible for the following benefits regardless of level purchased
2. Name recognition and link to your website through the Chapter's award winning website
3. Listing in the FL HFMA Buyer's Resource Guide
4. Sponsor board and brochure recognition at each statewide event
5. List of attendees for each statewide event will be provided two weeks in advance and one week in advance to each sponsor registered to attend
6. Name and recognition and contact information in all Sunspots newsletter issues

**B. Additional benefits available by sponsors level**

1. Bronze - \$1,750 annually
  - a. \$100 discount on Exhibitor fees
2. Silver - \$3,000 annually
  - a. One complimentary registration for each statewide meeting
  - b. One complimentary provider guest registration for each statewide meeting
  - c. 35% discount off exhibitor fees
  - d. Priority booth assignment available after Platinum and Gold sponsor booth selection
3. Gold - \$4,000 annually
  - a. Two complimentary registrations for each statewide meeting
  - b. Two complimentary provider guest registrations for each statewide meeting
  - c. 50% discount off exhibitor fees
  - d. Priority booth assignment available after Platinum sponsor booth selection
  - e. ¼ page advertisement space in all Sunspots newsletter issues
4. Platinum - \$6,000 annually
  - a. Three complimentary registrations for each statewide meeting
  - b. Three complimentary provider guest registrations for each statewide meeting
  - c. 100% discount off exhibitor fees
  - d. Priority booth assignment
  - e. ½ page advertisement space in all Sunspots newsletter issues
  - f. Scrolling logo with link to your home page
  - g. First option to available sponsor items for statewide meetings
  - h. Opportunity to provide your promotional items in the conference registration packets
  - i. Opportunity for your company representative to introduce a presenter at each statewide meeting

**C. Details of the Corporate Sponsorship Program**

1. Sponsorship period will be January 1 through December 31
2. Sponsorship agreements are due by November 30 for the upcoming year
3. Payment is due no later than January 31 of each year

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4. A sponsor may enroll mid-year but also must commit to a full year sponsorship for the next year. A prorated sponsorship program will be made available in July

**D. Dixie Institute Exclusion**

1. When the Florida chapter hosts the Dixie Institute, sponsors will be solicited in addition to the Corporate Sponsor agreement currently in place for that particular year

**VIII. Installation Banquet and Awards**

**A. The format of the installation banquet will be as follows:**

1. Welcome address by the President.
2. President's speech and recognition of current (outgoing) Florida Chapter Board.
3. Other recognitions by President.
4. Installation of new Florida Chapter Officers and Board.
5. President presents newly installed President with the President's pin and gavel.
6. Acceptance speech and closing remarks by newly installed President.

**B. The following awards may be presented by the President:**

1. Outstanding Member – This is traditionally a board member that excelled in their position. However, it can be any member that deserves recognition for an outstanding contribution to the Chapter.
2. Presidents Award – This is traditionally an award given to a member that the President would like to recognize as supporting him/her in their role.
3. President's Mentor Award – This award is traditionally given to a member that assisted the President with planning and advising throughout their HFMA leadership journey.
4. Special Recognition Award – This is an optional award that may be given to a member who took on a special cause at the request of the board.
5. Rotating Regional Director Award – This award may be given to a Regional Director that exceeded the number of required educational hours.

**IX. HFMA National Policies**

**A. Guidelines for Chapter Use of Mailing List and Database of HFMA Members**

The HFMA Board of Directors may approve the establishment of chapters, by charter, to serve specific geographic areas. The rights and obligations of HFMA chapters are specified in the HFMA Chapter Charter. In addition, the HFMA Board of Directors has adopted the following guidelines to further define the document as it relates to chapter use of chapter mailing lists or member databases.

**1. Mailing list**

- a. Chapters may use the chapter mailing list or member database solely to conduct the business of the chapter and HFMA.



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**2. Examples of chapter business usage include:**

- a. Distribution of Chapter Newsletters as defined by the Davis Chapter Management System (newsletters, bulletins, etc.).
- b. Distribution of ballots for elections of chapter officers or bylaws changes.
- c. Notification of chapter meetings to carry out the business of the chapter.
- d. Notification of chapter educational events.
- e. In the instance of co-sponsored educational events with non-HFMA organizations, chapters may provide a limited or one-time use to the co-sponsoring organization.
- f. The promotional material must include the chapter name (e.g., the XXX Chapter of HFMA) and if a logo is used, it must be the chapter logo (i.e., not to be mistaken for the HFMA-only logo).

**3. Sponsorship**

- a. Chapters may not offer the chapter mailing list or database of members as part of any chapter sponsorship package. Rather, chapters may provide a list of pre- and post-registered program attendees as part of a chapter sponsorship package. This information **MUST** exclude email addresses and contact information of HFMA individuals who have specifically requested “no outside usage” on their HFMA member profiles.

**4. Email Communication**

- a. Additionally, when communicating with chapter members via mass email distribution, chapters are charged with protecting the privacy of chapter member email addresses by ensuring that the email addresses are not displayed in a manner that makes them vulnerable to being copied, pasted, and misused by the recipient. Placing email addresses in the bcc (blind carbon copy) section of the email form fosters email address privacy. Chapters are charged to be cognizant and mindful of overuse concerning email communication. Approved HFMA Board of Directors April 2002

**B. Whistleblowers Protection Policy**

1. The Chapter will abide by National’s policy as stated on their website.

**C. Conflict of Interest Policy**

1. Each Board member will sign National’s Conflict of Interest Policy.

**D. Record Retention Policy**

1. The Chapter will abide by National’s policy as stated on their website.
2. In addition to National’s record retention policy, the Chapter will retain all education documents for five years. (Approved May 2012)

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**X. Chapter Organizational Chart**

Board Position	Committees
President	Nominating Executive Yerger LINK
President-elect	Strategic Planning Volunteer Outreach Mini-LTC Installation Banquet
Secretary	DCMS Founders Bylaw Compliance
Treasurer	Financial Review Registration
Immediate Past President	Past Presidents Council
Director of Education / Program Chair	Curriculum Onsite Logistics Strategic Alliance
Director of Policy / Finance	Sponsorship Scholarship Policy
Director of Member Services	Membership Member Engagement University Relations Certification
Director of Administration	Communications Website Newsletter History
Regional Director – North	Regional Education – Destin Regional Education – Gainesville Regional Education – Jacksonville
Regional Director – Central	Regional Education – Tampa Regional Education – Orlando Regional Education – Cape Canaveral
Regional Director – South	Regional Education – Naples Regional Education – Palm Beach Regional Education – Miami
Director of Education / Interactive Learning	Senior Executive Forum Reimbursement Forum Webinars Womens Leadership Forum Revenue Cycle Forum Technology Forum Legislative Forum