

## **Wisconsin Chapter - HFMA Committee Structure – Draft 7/2006**

HFMA Committees fall into two categories – those with multiple members and those that are one-person committees. Committee Chairs are responsible for submitting a roster of Committee Members to the Chapter Secretary and Founders Committee Chair. Committees with DCMS responsibilities are noted with an asterisk (\*). The following committees have multiple members.

**Advocacy/Marketing** – Works to increase the public profile of HFMA as a resource on healthcare financial issues. Coordinates contacts with key legislators regarding items of concern to Chapter members. Facilitates the Chapter's advocacy efforts in this regard, including making talking points on current issues available to members. Monitors legislative activity and brings issues to the HFMA Board for formal position consideration and possible HFMA involvement.

**Certification** – This committee promotes the advancement of members to the level of Fellowship (FHFMA) and Certified Healthcare Financial Professional (CHFP). It also provides testing sites and sponsors a certification coaching course each year.

**Compliance** - Reviews proposals, analyzes regulations, defines problems and provides education on corporate compliance and business integrity issues. Attempts to quantify various "compliance risks". Serves as a resource to other committees (especially Programs, Medicare and Medicaid committees), the Officers and Board of Directors and other associations.

**Directory\*** - Publishes the annual directory of the Chapter's members and works with Officers/Directors to enhance the Directory to meet members' needs. Responsible for submission of Membership Directory to HFMA-National by 11/10.

**Electronic Communications** - The committee serves to enhance communications, activities, and various functions among and between members of the Wisconsin Chapter using electronic communications and the Internet. Specifically it acts as a statewide clearing house for applicants seeking healthcare financial positions and institutions that have healthcare job openings; provides electronic filing of committee and board reports; provides a calendar of chapter events; provides links to healthcare information resources and a nationwide directory of HFMA members; and provides information regarding the functions and operations of the Wisconsin Chapter and its many committees.

**Medicare/State Issues** - The Committee reviews proposals, analyzes regulations, defines problems, and provides education on the Medicare and Medicaid payment systems. It also comments on new regulations and/or and state legislation as it relates to healthcare, serving as a resource to members of other associations with respect to these areas

**Membership Marketing** - Maintains the administrative aspects of the Chapter's membership roster and develops and implements a comprehensive plan to recruit and retain members. Reports membership information to the Chapter's Officers and Board. Plans social events for members, outside of the scheduled educational programs.

**Newsletter\*** - Publishes six Chapter newsletters during the year, presenting timely information on healthcare financial issues and other matters, informing members of upcoming meetings and events, recognizing individual members, and providing an update to members on Board level activities. Solicits advertisers to financially support the Chapter's newsletter. Responsible for submission of Member Communication Reports to HFMA-National (9/10, 12/10, 2/10, and 5/10).

**Program Committee** - Plans and coordinates the regular programs and education workshops to meet membership needs, improve our members' knowledge of the technical aspects of their jobs, plus to keep them up-to-date on current issues and developments that affect their profession and their institution.

**Small and Rural Providers** - Address the special education needs of members associated with small and rural hospitals, including combined hospital/nursing home facilities. Work with the Program Committee on educational content and workshops for members of these types of organizations

**Social** - This committee plans and coordinates the facility side of HFMA programs and meetings. It promotes members' networking opportunities and social activities by planning social functions during those meetings

**Sponsorship** - Promotes and recruits companies to support Chapter activities through the Sponsorship Program. Insures sponsors receive the benefits and recognition to which they are entitled and that sponsors feel the program is of value to them.

The following Committees are essentially one-person committees or are filled by Officers. If you are interested in learning about them or perhaps being the Chair in future years, contact the Committee Chair or an Officer.

**Assistant Treasurer** – This is a new position for the FY07-08 chapter year. The Assistant Treasurer is the equivalent of a Committee Chair and is responsible for keeping the financial records of the chapter, under the direction of the Treasurer. The exact duties and responsibilities of the Assistant Treasurer will be determined by January 31, 2007 or sooner.

**Advisory** - The Advisory Committee reviews Chapter operations, procedures, and the Bylaws/Constitution and recommends changes to the Board of Directors which would encourage more efficient operation of the Chapter. The Chair of this committee will be the Prior Past President.

**Financial Review** - The Financial Review Committee reviews the books and financial records maintained by the Chapter Treasurer at the close of the fiscal year and recommends any procedural changes or record keeping improvements to the Board of Directors. It performs Agreed Upon Procedures necessary to meet the requirements of HFMA National. Typically, an audit firm working in healthcare in Wisconsin performs this function gratis.

**Founders Awards\*** - The Founder's Award Committee maintains the Founder's Merit Award records of each member's participation in Chapter activities and reports these to HFMA National. Responsible for submission to HFMA-National of information needed to maintain Founders Merit Award Program (8/10).

**Nominating** - The Nominating Committee submits a slate of nominees for Officers and Directors and conducts the election in accordance with Chapter Bylaws. The Co-Chairs of this committee will be the Immediate Past President and the President-Elect.