

# **Volunteer Opportunities**

## **Short-term Projects**

- Prepare a baseline analysis of HFMA member attendance at program over the past two years. Requires: Knowledge of Excel or Access database functions. Time Commitment: 4 – 8 hours. Contact Carol May (608-741-5651; [cmay@mhsjvl.org](mailto:cmay@mhsjvl.org)).
- Solicit financial job descriptions from member institutions. Organize into usable categories for posting on the website. Requires: Some knowledge of financial area operations. Time Commitment: 15 hours (?) spread over several months. Contact Carol May (see above).
- Develop survey instrument to solicit information on IT systems in place at member institutions. Organize into usable categories for posting on website. Requires: Some knowledge of IT functions in healthcare. Time Commitment: 15-20 hours (?) spread over several months. Contact Carol May (see above).

## **Committee Work**

- Co-Chair of Small and Rural Providers Committee. Work with Pete Nelson (608-745-5610; [mdnelson@dshealthcare.com](mailto:mdnelson@dshealthcare.com)) to put on a one-day program of interest to small and rural providers. Bring issues affecting such providers to Board attention. Requires: Desire to serve this market. Time Commitment: 10-20 hours per year, depending on Board attendance. Contact Pete or Carol May (see above).