

## Qualifications for/Requirements of HFMA Officer and Director Positions

### Officers

Officers – All except the VP of Programs are part of a six-year officer rotation, starting with Treasurer and ending with Prior Past President. Although six years is a large commitment to make (and generally requires the consent of one's employer), the Chapter feels it provides a natural orientation to HFMA's structure and ensures a good support system for officers.

Vice President, Programs - Has oversight of all chapter education programs and sessions. Works with at least three Program Chairs, the Social Chair, and many volunteers. Responsible, along with the Secretary, to ensure that all education requirements of HFMA National are met and reported. Time commitment is 4 - 10 hours per month, depending on travel time and program schedule.

Treasurer – Responsible for overseeing the financial affairs of the Chapter and safeguarding assets. Develops annual budget, prepares financial statements, pays all bills and submits required reports to HFMA National. Promptly reports any unusual circumstances to the President or other appropriate officer. Time commitment is 3 – 6 hours per month.

Secretary – Responsible for maintaining all chapter records and taking minutes of all chapter meetings. The secretary submits all required DCMS materials to HFMA National and/or follows up with the appropriate chapter volunteer to ensure that submissions are made in a timely manner. A copy of the minutes and chapter newsletter is sent to the Regional Executive, when these become available. Time commitment is 3 – 5 hours per month.

President-Elect – Provides support and assistance to the operation of the chapter and acts in the capacity of the President if the President is unable to be present. Coordinates the Strategic Planning process and cultivates volunteers at all levels of the organization. Recruits Committee Chairs for the next chapter year. Time commitment is 5 – 8 hours per month, primarily in meetings.

President – Chief Operating Officer of the chapter and responsible for the overall operation of the chapter. Works to ensure that member needs are being addressed and that a high quality level of activity is maintained. Develops and documents goals and objectives of the chapter and disseminates them to the Board and membership; presides at all Board Meetings and welcomes members to all programs; has oversight over all National HFMA requirements. Time commitment is 8 – 15 hours per month.

Immediate Past President – Serves as an advisor and sounding board for the current President. Chairs the Nominating Committee to develop the officer/director slate for the coming year. Time commitment is 2 – 4 hours per month.

Prior Past President - Serves as an advisor and sounding board for the current President. Chairs the Advisory Committee, which reviews Chapter operations, procedures and bylaws/constitution and recommends changes to the Board of Directors, which would encourage more efficient operations of the Chapter. Time commitment is 2 – 3 hours per month.

Core Competencies of Officers: Officers should be committed to fostering HFMA as an organization and HFMA members as individuals; be willing and able to delegate duties to other volunteer leaders without micromanaging; have integrity and a positive attitude; be energetic, organized, and a motivator. Most importantly, they should be able to have fun while performing their duties and ensuring that others have fun with them. Officers should make every attempt to attend all Board Meetings, but send a written report if they cannot. In addition, officers are encouraged to attend chapter educational programs and sessions.

Previous Experience: Officers are selected by the Nominating Committee, chaired by the Immediate Past President, in conjunction with the current group of officers. Past practice is that officers run unopposed, although the bylaws state only that the President-Elect automatically assumes the office of President. Officers should have actively participated on the Board of Directors, either as a Director or a Committee Chair, for at least two years, speaking up on issues of concern to the membership and volunteering for chapter activities.

## **Directors**

Directors - The Board of Directors functions as the chief governing body of the chapter. It has the authority and responsibility for supervising the general operation of the chapter in the furtherance of its stated purpose. There are nine directors of the chapter, elected by membership in contested elections. Seven directors are elected from specific districts, plus two at-large directors. Directors serve staggered two-year terms and may be re-elected for a second consecutive term. Directors welcome new members with personal phone calls and invite them to chapter events. They are expected to bring member issues and concerns to the Board for consideration and action. Time commitment is 1 – 2 hours per month.

Core Competencies of Directors: Directors should be committed to fostering HFMA as an organization and HFMA members as individuals; be sufficiently outgoing to welcome new members; be energetic, organized, and a motivator. Directors are a conduit between members and chapter leadership. They are expected to attend all Board Meetings (in person or via conference call) or notify the President if unable to attend. Directors are encouraged to attend chapter educational programs and sessions.

Previous Experience: Director candidates are selected by the Nominating Committee, chaired by the Immediate Past President, in conjunction with the current group of officers and directors. Directors should be (or have been) active on one or more committees.

## **HFMA Wisconsin Officers and Board Members, 2005 – 2006**

President - Brian Sullivan (414-908-8646)

President-Elect – Carol May (608-741-5651)

Secretary – Dave Snow (414-721-0447)

Treasurer – Jean Voight (414-805-5952)

Vice President, Programs – Bud Zeisberger (262-442-3931)

Director, Northern District – Bruce Lorenz (715-847-2063)

Director, Western District – Paul Bammel (715-838-5270)

Director, Eastern District – Kris Smith (920-831-1490)

Director, Southern District – Pete Nelson (608-745-5610)

Director, Southeastern District #1 – Sandy McAvoy (414-326-2234)

Director, Southeastern District #2 – Jay Adkisson (414-431-9316)

Director, Southeastern District #3 – Lisa Heider (262-257-3819)

Director at Large #1 – Toby Freier (608-374-0307)

Director at Large #2 – Jeff Van De Kreeke (414-805-5814)

Immediate Past President – Chris Ergen (414-617-9163)

Prior Past President – Donna Hutchinson (920-498-4622)

WHA-Ex Officio Board Member – Brian Potter (608-274-1820)

A map showing the location of each district can be found on the HFMA website ([www.hfmawi.com](http://www.hfmawi.com)) under “Find Your District.”