

Board Member 2, Year A
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



GENERAL DESCRIPTION

Board Member shall provide oversight of and participate in Chapter activities to ensure that the Chapter meets the needs of the membership and planning goals. A 75% attendance level at Board meetings is required.

DUTIES AND RESPONSIBILITIES

GENERAL

1. Assist in transition of new Board Member, as necessary.
2. Provide information related to committee/liaison activities to newsletter.
3. Attend 75% of all Board meetings and Chapter educational events.
4. Assist in carrying out Board and Officer responsibilities to facilitate and promote effective Chapter operations.

SPECIFIC

1. Serve as Board Liaison for committees. Board member may volunteer for one committee preference and will accept assignment of one other committee liaison responsibility.
2. Perform special projects as requested.
3. Assist in recruitment of Chapter sponsors.
4. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

TERM Two Years, elected