

**By-Laws Committee Chair**  
Appalachian Chapter of Central Pennsylvania  
Healthcare Financial Management Association  
*Updated: January, 2003*



**CHAIR** – Immediate Past President

**BOARD LIAISON** – President-Elect

**GENERAL DESCRIPTION**

The function of the Bylaws Committee is to review bylaws to ensure conformity with National HFMA requirements. Bylaws should be reviewed annually to ensure that chapter operations are following the bylaws as currently written.

**DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR**

**GENERAL**

1. Preside over Committee meetings.
2. Regularly report the status of goals and objectives and committee activities at Board meetings.
3. Maintain records, checklists and other resource information to provide for effective functioning of Committee.
4. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by April 1st for Annual Report.
5. Provide information related to Committee/liaison activities to the newsletter.
6. Attend Board meetings and Chapter educational events as often as possible.

**SPECIFIC**

1. Review Bylaws annually.
2. Report outcome of review to President and Board.
3. Prepare Board approved changes for member vote.
4. Provide adequate notice to members of future vote on bylaws change
5. Coordinate/conduct voting at scheduled meeting.
6. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

**TERM**            One Year