

Decision Support Committee Chair
Website Committee – The “E” Team
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



BOARD LIAISON – President

GENERAL DESCRIPTION

This committee provides networking and educational opportunities for those involved in or interested in Decision Support. The responsibilities of this committee have expanded in recent years to include the information technology function and web-based and internet activities.

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR

GENERAL

1. Preside over Committee meetings.
2. Assist in recruitment of members for Committee.
3. Regularly report the status of goals and objectives and committee activities at Board meetings.
4. Maintain records, checklists and other resource information to provide for effective functioning of the Committee.
5. Assist in transition of new Chair as necessary.
6. 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.
7. Provide information related to Committee activities to the newsletter.
8. Attend Board meetings and Chapter educational events as often as possible.

SPECIFIC

1. Assist in the coordination of chapter educational needs for the year and other topics of interest for members.
2. Provide articles, as appropriate and practical, for publication in *The Appalachian Trail*.
3. Other activities as appropriate: a) presentations at HFMA educational events; b) establish projects and meetings with vendors to discuss industry issues; c) report to members on upcoming issues.

TERM One Year