

Founders Committee Chair
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



BOARD LIAISON – Vice President-Member Services

GENERAL DESCRIPTION

The Founders Committee is responsible for maintaining individual member's point achievement records for the Follmer, Reeves, and Muncie Awards.

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR

GENERAL

1. Preside over Committee meetings.
2. Assist in recruitment of members for Committee to insure orderly succession and distribution of workload as needed.
3. Regularly report the status of goals and objectives and committee activities at Board meetings.
5. Maintain records, checklists and other resource information to provide for effective functioning of Chairperson's duties.
6. Assist in transition of new Chairperson, as necessary.
7. 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.
8. Provide information related to Founders activities to the newsletter.
9. Attend Board meetings and Chapter educational events whenever possible.

SPECIFIC

1. Obtain information related to Chapter operations and forward to National for appropriate scoring of Founders points for Chapter members.
2. Send out yearly summary of Founders points to Chapter members to ensure members are apprised of their status.
3. Maintain Chapter records related to filings with National.
4. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

TERM One Year