

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



BOARD LIAISON – President

GENERAL DESCRIPTION

Publishes the chapters' newsletter "*The Appalachian Trail*" which is a primary means of communication with the members. The newsletter informs members about the Board of Director's and committees' activities, new members and key dates. The newsletter supports the chapters education mission through reports on the bi-monthly meetings, regional/national healthcare news and other educational topics. Committee members can improve their writing skills, experience networking opportunities and increase their comprehension of chapter operations and health care financial management concepts, in addition to obtaining research from the Internet.

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 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. Establish educational needs for the year and topics of interest to chapter membership including regular legislative and reimbursement updates at educational sessions.
2. Provide articles for publication in *The Appalachian Trail*.
3. Establish committee-specific mailing lists to encourage/enhance committee member communication.
4. Other activities as needed: a) a short luncheon presentation at HFMA educational events; b) coordinate projects and meetings with fiscal intermediaries, OIG, CMS, insurers, legislators and regulators to discuss industry issues; c) report to membership of upcoming events; d) establish a committee goal for the year and implement steps to achieve it.

TERM

One Year