

## **Practice Management Committee Chair**

Appalachian Chapter of Central Pennsylvania

Healthcare Financial Management Association

*Updated: January, 2003*



**BOARD LIAISON** – President

### **GENERAL DESCRIPTION**

Explores opportunities for increased understanding and the development of a common language between the medical group practice professionals and the traditional hospital-based financial professionals.

### **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 membership needs for the year and topics of interest for the membership.
2. Provide short lunch presentations at HFMA educational events.
3. Provide articles, as appropriate, for publication in *The Appalachian Trail*.
4. Establish committee-specific mailing lists to enhance/encourage committee member communication.
5. Coordinate discussion of other possible committee activities related to the committee's purpose, such as: a) establish projects/meetings with fiscal intermediaries and/or regulators to discuss industry issues; b) report to membership on upcoming events.
6. Establish a committee goal for the year and establish a plan to achieve that goal.

#### **TERM**

One Year