

President
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



GENERAL DESCRIPTION

The President is responsible for the overall operation of the chapter. They shall work to ensure that member needs are addressed and that a high quality level of activity is maintained.

DUTIES AND RESPONSIBILITIES

GENERAL

1. Assist in selection of committee chairs in conjunction with incoming President.
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 board position.
4. Assist in transition of new President, as necessary.
5. Provide an article on the chapter's activities for each of the newsletters.
6. Attend all board meetings and chapter educational events.
7. Assist in carrying out board and officer responsibilities to facilitate and promote effective chapter operations.

SPECIFIC

1. Preside over all board and chapter meetings.
2. Coordinate dissemination of operations information (especially correspondence from National) to Board of Directors and chapter officers.
3. Coordinate and assist board members and chapter officers in attaining chapter goals and objectives.
4. Interface with National as appropriate on relevant issues.
5. As outgoing President-Elect, chair the Strategic Planning Committee and conduct and oversee the annual member needs assessment via the member survey for use in developing goals.
6. Ensure, through board and committee chairs, that a high level of quality of member service is maintained.
7. Responsible for overall chapter operations and ensuring that chapter meets member needs and National requirements.
8. Attend Leadership Training Conference (LTC) in incoming year.
9. Attend Fall President's Conference. Reasonable expense paid by chapter.
10. Attend President meeting at Annual National Institute (ANI).
11. Complete annual report by DCMS deadline, June 20. Provide copy to leadership and the historian.
12. Perform special projects as requested.
13. Contact assigned sponsors to promote chapter activities and encourage continued sponsorship and maintain contact through the year as necessary.
14. Provide a brief update on chapter activities at the beginning of each education session.

TERM

One Year, automatically assumes office if served as President-Elect the prior year.