

# **Professional Development Committee Chair**

Appalachian Chapter of Central Pennsylvania  
Healthcare Financial Management Association

*Updated: January, 2003*



## **BOARD LIAISON** – President

### **GENERAL DESCRIPTION**

This committee assists members and coordinates job opportunity information in their professional careers in healthcare finance. The committee directs most of its attention to promoting the attainment of certification status to the members. The committee is responsible for organizing and conducting the coaching course to assist in member preparation for the certification exams. The committee's efforts also include the development and submission of questions to National HFMA for future certification exams.

### **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 educational needs for the year and topics of interest for the membership.
2. Provide presentation on certification topics at educational sessions; promote the benefits of certification.
3. Coordinate the planning and implementation of the certification course.
4. Coordinate and conduct the certification exam, including timing and location.
5. Provide short lunch presentations at HFMA educational events.
6. Provide articles, as appropriate, for publication in *The Appalachian Trail*.
7. Establish committee-specific mailing lists to enhance/encourage committee member communication.
8. Coordinate discussion of other possible committee activities related to the committee's purpose, such as a) establishment of appropriate study groups; b) "prizes" and/or recognition for newly certified members.
9. Establish a committee goal for the year and establish a plan to achieve that goal.

#### **TERM**

One Year