

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



BOARD LIAISON – Vice President-Communications

GENERAL DESCRIPTION

The Project Committee has the responsibility to identify, produce and coordinate chapter projects and papers consistent with HFMA guidelines. In addition, the committee shall complete or assist in completing all Davis Chapter Management System reporting forms for their activities.

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 Chairperson 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 whenever possible.

SPECIFIC

1. Identify and coordinate the production of Chapter projects during the course of the year to obtain maximum Davis Chapter Management System points.
2. Identify and coordinate the production of papers during the course of the year.
3. Prepare newsletter articles for each issue detailing current projects and those completed. Distribute major projects to membership.
4. Coordinate with National on possible project ideas.
5. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

TERM

Two Years