

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



GENERAL DESCRIPTION

The Secretary is responsible for maintaining all chapter records of meetings and communicating that data to the appropriate members and other interested individuals. The Secretary is also responsible for reporting all Davis Chapter Management System (DCMS) scoring information to the National HFMA office.

DUTIES AND RESPONSIBILITIES

GENERAL

1. Assist in recruitment of members for various committees.
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 secretary's office.
4. Assist in transition of new secretary.
5. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by May 30th for Annual Report.
6. Provide newsletter information related to secretary/DCMS activities to the newsletter.
7. Attend 75% of all Board meetings and Chapter educational events.
8. Assist in carrying out Board and Officer responsibilities to facilitate and promote effective Chapter operations.

SPECIFIC

1. Record and distribute minutes from all Board meetings and retreats in a timely manner.
2. Assure that minutes from any prior meeting are available for review/ approval at all Board meetings.
3. Attend the Leadership Training Conference in first year of secretarial responsibility.
4. Performs special projects as requested.
5. Prepares DCMS requirement schedule for officers
6. Is a member of the Strategic Planning Committee.
7. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

DCMS ITEMS

1. Maintain DCMS monthly budget to actual report.
2. Report all DCMS activity to the National office consistent with reporting requirements.
3. Coordinate DCMS reporting with the President when appropriate.
4. Send copies of all documents provided to National to the Chapter President.
5. Report on the program and Chapter standings at each Board meeting.
6. Coordinate appropriate scoring questions with National.

TERM Two Year, elected