

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



GENERAL DESCRIPTION

The Vice President – Communication serves as the Board liaison for the Legislative and Reimbursement (includes Managed Care and Compliance), Newsletter, Public Relations, Projects and Website Committees with primary responsibility for chapter communications and publications. This position also provides support and assistance for general chapter operations.

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 Board position.
4. Assist in transition of incoming Vice President - Communication.
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 information related to Chapter communications and announcements to the newsletter chair.
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. Primarily responsible for overseeing the Legislative & Reimbursement, Newsletter, Public Relations, Projects and Website activities.
2. Serve as Board liaison for the Legislative & Reimbursement, Newsletter, Public Relations, Projects and Website Committees.
3. Assist in recruiting active and interested Legislative & Reimbursement, Newsletter, Public Relations, Projects and Website committee members to ensure excellence in all chapter communications.
4. Serve as Board Liaison for other committees as assigned by the President.
5. Assist with operations of the Chapter.
6. Attend Leadership Training Conference (LTC).
7. Perform special projects as requested.
8. Contact assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

TERM

One Year, elected