

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



**GENERAL DESCRIPTION**

The Vice President – Education serves as the Board liaison for the Decision Support, Long-Term Care, Practice Management, Program and Professional Development Committees. The position assists with the coordination of education program for the Chapter through planning with the Program Committee. This position also supports and assists with 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 - Education.
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. Assist in selection of Committee Chairs in conjunction with incoming President.
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. Assists Program Committee with planning education programs for Chapter meetings.
2. Serve as Board liaison to the Decision Support, Long-Term Care, Practice Management, Program and Professional Development committees.
3. Jointly responsible for planning and conducting the Chapter's Mini-LTC (Leadership Training Conference) program with the President – Elect.
4. Assists Chairperson of the Professional Development Committee to plan and implement Chapter-supported coaching course(s) for members to achieve certification.
5. Assists in recruiting active and interested program committee members to ensure education program excellence.
6. Member of the Strategic Range Planning Committee.
7. Serves as Board liaison for other committees as assigned by the President.
8. Assists with operation of the Chapter.
9. Attends Leadership Training Conference (LTC).
10. Performs special projects as requested.
11. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.
12. Responsible for committee participation survey to membership.

**TERM**

One Year, elected