
HFMA ARKANSAS CHAPTER JOB DESCRIPTIONS

Advisory Committee Chair

General Description: The Advisory Chair is held by the immediate past president of the Chapter. It is important for this chair to provide guidance while allowing the current Chapter president to implement his or her own operating style and culture in the Chapter.

Term: One year

Time Commitment: 2-4 Hours/month

Goals, Objectives and Responsibilities:

- Serve as a mentor to the current Chapter president.
- Attend quarterly board meetings to provide historical background to Chapter decisions.
- Assist the current president in transitioning to his or her leadership role.
- Provide advice on Chapter programs, operating decisions and future leaders.
- Assist the current Chapter president in implementing Chapter initiatives begun in the prior years.
- Assist the president in choosing committee leaders for the year. Attend strategic planning sessions.
- Other duties and responsibilities as assigned by the Chapter leadership.

Audit Committee Chair

General Description: The Audit Committee Chair is responsible for periodically reviewing the Chapter's financial statements and reporting the findings to the Officers and Board members.

Term: One Year

Time Commitment: 1-2 Hours/month

Goals, Objectives and Responsibilities:

- On an annual basis, the Audit Committee Chair, with the assistance of the committee members, will report to the Chapter board and officers the financial position of the Chapter by preparing a Balance Sheet, Statement of Operations, and a Statement of Cash Flows.
- Attends quarterly Board meetings and reports to Officers and Board members.
- Other duties and responsibilities as assigned by the Chapter leadership.

Board Member

General Description: The Board members as a group are responsible for overall decision making and oversight of all Chapter activities. He/She will work with other members to plan agendas for quarterly educational meetings sponsored by the Chapter.

Term: Two Years

Time Commitment: 6-12 Hours/month

Goals, Objectives and Responsibilities:

- Review and approve submitted changes to Chapter by-laws.
 - Attend all scheduled Board meetings.
 - Attend Chapter annual strategic planning meeting.
 - Work with Officers and Committee Chairs to develop and approve goals and objectives of the Chapter for each fiscal year.
 - Work with other Board members to schedule and prepare speakers for three quarterly educational meetings per year.
 - Generate interest and participation in Chapter activities.
 - Review and approve annual financial budgets and approve expenses as outlined by the Chapter by-laws.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Bylaws Committee Chair

General Description: The Bylaws Committee Chair is responsible for ensuring that the Chapter operates within the scope of the Bylaws. He/She will review and recommend revisions to the Chapter Bylaws annually and on an as needed basis.

Term: One Year

Time Commitment: 2-4 Hours/month

Goals, Objectives and Responsibilities:

- Attend quarterly Board meetings and report activities of the committee. Attend strategic planning sessions.
- Monitor Chapter activities for adherence to Bylaws.
- Review Bylaws and Policies & Procedures manual annually and/or as needed and submit proposed amendments to the Officers and Board for approval.
- Upon approval of Resolutions or adoption of a Resolution to Amend the Bylaws, by the Officers and Board of Directors, revisions shall be submitted to National HFMA for approval.
- Make approved revisions to the Bylaws and transmit a copy of such to National HFMA for filing.
- Update Policies and Procedures as new policies are voted on and approved by board.
- Communicate changes to the Bylaws to the Chapter membership.
- Other duties and responsibilities as assigned by the Chapter leadership.

Certification Committee Chair

General Description: The Certification Chair is responsible for promoting the benefits of professional certification of all members and providing the means to secure study information, provide coaching courses and scheduling testing dates. The Certification Chair must be certified as a CHFP or FHFMA.

Term: One Year

Time Commitment: 4-6 Hours/month

Goals, Objectives and Responsibilities:

- Provide assistance to Chapter members to secure study materials.
- Maintain a list of members studying for the exam and assign a member of the committee to be a mentor for each member studying for the exam.
- Conduct coaching sessions to familiarize members with the material on the exam. Provide short informational sessions to membership on benefits of certification.
- Maintain a list of proctors available to assist during testing.
- Attend national coaching course sessions to become more familiar with the coaching process.
- Familiarize yourself with chairs from neighboring states and within our Region to share information and provide testing assistance if your state is more convenient to the testing member.
- Select Chapter members who are certified and active members to serve on the committee.
- Attends quarterly Board meetings and reports to the Board of Directors the progress of the coaching sessions and the number of members testing and passing the exam.
- Other duties and responsibilities as assigned by the Chapter leadership.

CFO Committee Chair

General Description: The Chapter CFO Committee Chair is responsible for promoting CFO membership in HFMA and promoting CFO attendance at Regional meetings, as well as providing feedback from CFOs on HFMA meetings and educational programs.

Term: One Year

Time Commitment: 3-4 Hours/month

Goals, Objectives and Responsibilities:

- Develop and maintain a database of Arkansas healthcare CFOs.
- Develop a process to survey healthcare CFOs to attain their feedback on the content of quarterly meetings and suggestions for topics in the future.
- Develop information on the advantages of membership in HFMA and to contact non-member CFOs by mail and phone and encourage them to join.
- Attend quarterly Board meetings and report activities of the committee.
- Plan annual CFO meeting
- Other duties and responsibilities as assigned by the Chapter leadership.

Communications Committee Chair

General Description: Chairs the newsletter committee, which is responsible for gathering information and composing the Chapter newsletter, The Newsbreaker, for distribution to the membership and sponsors. Responsible for maintaining Chapter social media accounts.

Term: One Year

Time Commitment: 6-8 Hours/month

Goals, Objectives and Responsibilities:

- Solicits information from the Chapter membership and outside sources for inclusion in The Newsbreaker, which is published each quarter just prior to quarterly meetings.
- Responsible for publication of The Newsbreaker, both printed and website versions.
- Attends planning meeting, all Chapter board meetings and report activities of the committee.
- Takes pictures at quarterly Chapter meetings as well as National meetings attended for inclusion in The Newsbreaker.
- Promote Chapter activities through social media, including LinkedIn, Facebook, Twitter, and Instagram.
- Other duties and responsibilities as assigned by the Chapter leadership.

Corporate Sponsorship Committee Chair

General Description: The Corporate Sponsorship Chair obtains from corporate sponsors who are willing to financially support the Chapter. These sponsorships allow our Chapter to remain financially viable and continually provide quality meetings and information to Chapter members at an affordable cost.

Term: One Year

Time Commitment: 24 Hours/ with most of the time spent in May and June

Goals, Objectives and Responsibilities:

- Lead the sponsorship committee in obtaining determined financial support goals.
- Reach budgeted income goals by contacting potential and past sponsors to obtain commitments for financial support.
- Keep an updated report on sponsorship opportunities for potential sponsors.
- Keep an accurate listing of current sponsors to provide to Chapter leadership, Newsletter Chair, Website Chair and Membership Directory Chair for appropriate recognition.
- Provide an accurate listing of sponsors and associated levels of sponsorship to provide Chapter Manager for HFMA billing purposes.
- Assist the Chapter Manager for HFMA in billing and collection of sponsorship fees.
- Respond to requests for information during the year from potential sponsors who are interested in future sponsorship opportunities.

- Update and distribute annually a report describing the summary of services each sponsor offers to HFMA members in order to promote their companies.
 - Continually encourage HFMA members to support our sponsors and provide insight on services that may assist them in their daily healthcare functions.
 - Coordinate and conduct the sponsor recognition program at the annual HFMA meeting and tradeshow.
 - Monitor attendees at each Chapter meeting to identify potential new sponsors and provide them with information about Chapter sponsorship.
 - Attend quarterly board and strategic planning meetings and provide insight on committee and contribution success.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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CPE Coordination Chair/CPE December Meeting Chair

General Description: The CPE Coordination Chair is responsible for verifying that educational opportunities offered by the Chapter meet state and NASBA CPE standards and submits NASBA certification application annually.

Term: One Year

Time Commitment: 1-2 Hours/month

Goals, Objectives and Responsibilities:

- Review meeting brochures timely to verify that all information necessary for CPE verification is included.
- Stay abreast of changing state and NASBA requirements regarding CPE eligibility.
- Provide feedback to the Program Committee on whether proposed educational presentations meet technical CPE standards.
- CPE Co-Chair is responsible for coordinating December education meeting for CPAs.

Critical Access Chair

General Description: The Critical Access Chair is responsible for making sure that the Chapter offers educational opportunities that are relevant to critical access hospitals and for keeping Chapter leadership informed about developments in the healthcare world that are relevant to critical access hospitals.

Term: One Year

Time Commitment: 1-2 Hours/month

Goals, Objectives and Responsibilities:

- Attend mini-LTC to provide input to other Chapter leaders about opportunities and concerns relevant to critical access hospital personnel.
- Reach out to other critical access hospital leaders to promote Chapter membership and activities.
- Seek out feedback from critical access hospital leaders regarding issues that are important to them and content they would like to see the Chapter provide.

Early Careerist Chair

General Description: Create a formal process for personal outreach to new, early careerist members.

Term: One Year

Time Commitment: 1-2 hours per month

Goals, Objectives and Responsibilities:

- Attend Mini-LTC to discuss plans and budget for networking events for the upcoming year.
 - Develop the infrastructure at the chapter level to pair early careerists with more tenured leaders.
 - Identify those who want to be mentored soon after they join.
 - Assist with identifying effective ways to communicate the value of HFMA to future healthcare financial leaders.
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Enterprise Member Chair

General Description: Committee will create a formal process for professional outreach to new enterprise members.

Term: One Year

Time Commitment: 4-6 Hours/month

Goals, Objectives and Responsibilities:

- Develop the infrastructure at the chapter level to reach out to enterprise members.
 - Identify needs that enterprise members seek from Chapter after they join.
 - Assist with identifying effective ways to communicate the value of HFMA to enterprise members.
 - Maintains open lines of communication with other Chapter committee chairs. Attends quarterly board meetings and reports to Chapter officers and directors. Participates in the annual strategic planning session.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Founders Award Chair

General Description: The Founders Chair is responsible for ensuring that Chapter members' Founders points are communicated to National HFMA in an accurate and timely manner.

Term: One Year

Time Commitment: 10-15 hours, concentrated around Founders reporting deadline

Goals, Objectives and Responsibilities:

- Ensure that committee participation is updated correctly in the National HFMA system.
 - Enter any other Founders points in to the National HFMA system.
 - Reach out to members to have them verify that their Chapter participation is reflected appropriately in the National HFMA system.
 - After verifying that all Founders points are entered correctly, run the Founders Award Eligibility Report and submit approval.
 - Order Founders Awards at the appropriate level for eligible members.
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HERe Women's Leadership Chair

General Description: The HERe Women's Leadership Chair is responsible for leading efforts to carry out HFMA's women's leadership initiative through planning events and activities and promoting Chapter events to female members and potential members.

Term: One Year

Time Commitment: 4-6 hours per month

Goals, Objectives and Responsibilities:

- Reach out to women in the Chapter to find out what their interests and concerns are related to their participation in Chapter events.
 - Attend Mini-LTC to discuss plans and budget for HERe events for the upcoming year.
 - Plan annual Chapter HERe conference.
 - Prepare funding requests for special HERe funds from National HFMA, as available.
 - Provide input to Chapter officers and board regarding ways to promote women's participation and leadership in the Chapter.
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Job Referral/ Placement Committee Chair (Inactive)

General Description: The Job Referral Chair assists members who wish to keep abreast of the healthcare job market by notifying interested members of positions available in Arkansas, as well as across the country.

Term: One Year

Time Commitment: 1-2 Hours/month

Goals, Objectives and Responsibilities:

- Recruiters and/or facilities with job openings contact the Job Referral Committee Chair with job postings. These job descriptions are then placed on the Arkansas HFMA website.
- Recruiters and/ or facilities contact the Job Referral Committee Chair to inquire about possible qualified applicants within our organization.
- Members can contact the Job Referral Committee Chair for assistance in pursuing new job opportunities.
- The Job Referral Committee Chair and members can act as an intermediary between the

recruiter/facility and the Arkansas HFMA member.

- Keep all communications regarding members confidential.
 - Attend quarterly Board meetings and strategic planning sessions.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Managed Care Committee Chair (Inactive)

General Description: The Managed Care Chair coordinates managed care issues with the Managed Care Committee and reports back to the Chapter Officers and Board Members.

Term: One Year

Time Commitment: 1-2 Hours/month

Goals, Objectives and Responsibilities:

- Works with Chapter president and managed care committee members on managed care issues that affect the Chapter members.
 - Committee goal is to achieve the tasks set forth in the strategic planning session.
 - Serves as main contact for Managed Care issues provided by National HFMA and distributes any information from National HFMA to Chapter members.
 - Serves as the main liaison to National HFMA and Arkansas Hospital Association on managed care issues.
 - Attends quarterly Board meetings and submits a report to the HFMA executive committee on issues that have been worked on during that quarter.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Manuscript Chair (Inactive)

General Description: The primary role of the manuscript chair will be to support the educational initiatives of the Chapter by actively encouraging and soliciting the submission and publication of manuscripts and newsletter articles by members.

Term: One Year

Time Commitment: 1 Hour/month

Goals, Objectives and Responsibilities:

- Establish a committee to encourage the membership to submit manuscripts for publication in the Chapter newsletter.
 - The Chair and committee members will also assist members in publication of appropriate submissions in National HFMA publications.
 - Attend all quarterly board meetings and report manuscript submissions to the board.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Membership Chair

General Description: Chairs the Membership Committee, which is responsible for maintaining Chapter membership and recruiting new members.

Term: One Year

Time Commitment: 5-6 Hours/month

Goals, Objectives and Responsibilities:

- Interacts with HFMA National to maintain Chapter membership roster and develop recruiting strategies.
 - Contacts and welcomes new Chapter members.
 - Attends planning meeting, all Chapter board meetings and educational meetings as necessary.
 - Coordinates efforts to reach out to former members who did not renew their HFMA memberships to encourage them to remain part of the Chapter.
 - Provides member recruitment data for annual recruitment award.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Membership Directory Committee Chair

General Description: The Membership Directory Committee Chair coordinates the production and distribution of the annual membership directory. He/She is responsible for ensuring that the membership directory is prepared and distributed in compliance with National HFMA regulations.

Term: One Year

Time Commitment: 20 Hours- with the majority of the time spent from September through November

Goals, Objectives and Responsibilities:

- The directory must be produced within the regulations, guidelines and timeline provided by National HFMA, including all of the required national and local information.
 - Responsible for coordinating with the Corporate Sponsor Chair to ensure that all advertisements are included in the directory for sponsors who are entitled based on their level of support to the Chapter.
 - Responsible for making general contact with the Arkansas HFMA membership to update their personal information on-line with HFMA to ensure that all changes are included in the directory. This is usually done through email. The chair is then responsible for downloading the data list from National HFMA and reviewing it for corrections.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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MidSouth Representative (Inactive)

General Description: The MidSouth Representative is responsible for serving as the Chapter's representative on the MidSouth Institute planning committee.

Term: 3 years (one additional renewal term allowed)

Time Commitment: 2-4 hours per month

Goals, Objectives and Responsibilities:

- Participate in MidSouth planning calls and meetings as needed.
 - Attend Mini-LTC to discuss how to best represent the Chapter's interests to the other Chapters participating in the MidSouth Institute.
 - Assist with planning the annual MidSouth Institute.
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Networking/Entertainment Chair

General Description: The Networking/Entertainment Committee is responsible for making sure the Chapter offers networking opportunities that are entertaining to the Chapter members at the conferences and at other times during the year.

Term: One Year

Time Commitment: 4-6 Hours/month

Goals, Objectives and Responsibilities:

- Plan networking events at quarterly conferences.
 - Coordinate the events at the conferences or at other events so that attendees meet, network, and socialize with their peers.
 - Encourage chapter members to participate in networking activities that the chapter hosts.
 - Get feedback from Chapter members through surveys or other means.
 - Maintains open lines of communication with other Chapter committee chairs. Attends quarterly board meetings and reports to Chapter officers and directors. Participates in the annual strategic planning session.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Nominating Committee Chair

General Description: Chairs the nominating committee who develops the nominations for Chapter Officers and Board Members for presentation to the membership.

Term: One Year

Time Commitment: 1 Hour/month

Goals, Objectives and Responsibilities:

- Solicits interest from the Chapter membership regarding potential Board members and Officers throughout the fiscal year.
 - Attends planning meeting and all four board meetings during the fiscal year.
 - Coordinates nominating committee's nominations and voting process. Tabulates votes.
 - Presents committee's slate of Officers to the Board during the Winter Board meeting.
 - Other duties and responsibilities as assigned by the Chapter leadership.
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Philanthropy Chair

General Description: The Philanthropy committee is responsible for coordinating and promoting different charity projects at the quarterly conferences and promoting to the chapter members the importance of giving back to their communities.

Term: One Year

Time Commitment: 4-6 Hours/month

Goals, Objectives and Responsibilities:

- Identify worthy projects for the chapter members to donate to and support at quarterly conferences.
 - Promote and identify items that need to be brought to the conferences by the members.
 - Coordinate collection of items at the conferences.
 - Announce winners from drawing and make sure follow up reporting occurs to all members.
 - Report to all members the results of these projects.
 - Maintains open lines of communication with other Chapter committee chairs. Attends quarterly board meetings and reports to Chapter officers and directors. Participates in the annual strategic planning session.
 - Other duties and responsibilities as assigned by the Chapter leadership
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Physician Group Practice Committee Chair

General Description: The Physician Group Practice Chair is responsible for updating the Chapter leadership and membership on any known changes and practices that might have an effect on Arkansas hospitals.

Term: One Year

Time Commitment: 1-2 Hours/month

Goals, Objectives and Responsibilities:

- Attend quarterly board meetings and report activities of the committee. Attend strategic planning sessions.
- Update the membership on any significant changes in physician practices or billing that will affect the hospitals and or their abilities to perform their job duties.
- Attend Physician Group Management meetings and report current issues being discussed.

President

General Description: The President is the Chapter's chief operating officer and generally responsible for managing all Chapter activities and for the overall operation of the Chapter. He/she shall work to ensure member needs are addressed and that a high quality of activity is maintained.

Term: One Year

Time Commitment: 8-16 Hours/month

Goals, Objectives and Responsibilities:

- Develop goals and objectives of the Chapter and each committee in conjunction with the Board of Directors, Committee Chairs and members. Document these goals and objectives and distribute to the Officers, Board and Committee Chairs.
- Develop overall Chapter organizational structure.
- Work with Chapter committees on an as-needed basis to facilitate achievement of goals and objectives.
- Preside at all board meetings and report pertinent information to the membership.
- Act as the Chapter liaison with the region, Regional Executive, National Board members, and other related healthcare organizations.
- Hold at least four Board meetings during the year. Review and revise Chapter bylaws as necessary.
- Coordinate all Chapter activities with the National activities and objectives. Attend Fall Presidents Meeting and other National meetings as required.

President-Elect/ Program Chair

General Description: The President-elect shall provide support and assistance to the operation of the Chapter. The President-elect acts in the capacity of the President when he/she is unable to be present. The President-Elect is delegated responsibility by the President at his/her discretion.

Term: One Year

Time Commitment: 10 Hours/month

Goals, Objectives and Responsibilities:

- Assists Chapter President in managing all Chapter activities and for the overall operation of the Chapter.
- As Program Chair, coordinates and assists program committee members to plan and implement local Chapter educational programs.
- Assist in the selection of committee members for all Chapter committees. Coordinates the Chapter's strategic planning process.
- Conducts planning meeting for upcoming year.
- Attends Fall President's Meeting, Leadership Training Conference and other National meetings as required.
- Attends all quarterly Board meetings and any other meetings that the President is unable to attend with his/her proxy, as necessary.
- Other duties and responsibilities as assigned by the Chapter President.

Projects and Pro-Action Committee Chair (Inactive)

General Description: The Chapter projects and pro-action chair is the Chapter's primary point of contact for special projects. He/She is responsible for ensuring that the Chapter meets the National HFMA requirement for three worthy projects a year. He/She will work with members of the Chapter to compose written submissions to National HFMA for various award selections.

Term: One Year

Time Commitment: 3-5 Hours/month

Goals, Objectives and Responsibilities:

- Develop project proposals for submission to the Chapter HFMA executive committee. Work to implement projects approved by Chapter HFMA executive committee.
 - Work with executive committee members to submit written project award submissions to National HFMA.
 - Expand Chapter member involvement in projects/ activities. Get member input for worthwhile projects.
 - Attends all quarterly Board meetings and report activities of the committee. Other duties or responsibilities as assigned by Chapter leadership.
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Region 9 LINK Chair (Inactive)

General Description: The Region 9 LINK (Local Information Networks) is responsible for serving as a liaison between the Chapter and National HFMA to bring issues and collect feedback in order to help National HFMA make sure its positions and services best reflect the needs of its membership.

Term: One Year

Time Commitment: 1-2 hours per month

Goals, Objectives and Responsibilities:

- Attend Mini-LTC to discuss any issues that the Chapter wants to communicate to National and vice-versa.
- Participate in LINK Committee calls and meetings as needed.
- Attend Chapter board meetings.

Region 9 Representative

General Description: The Region 9 Representative(s) is (are) responsible for serving as the Chapter's representative on the Region 9 planning committee. The Region 9 Representative must be a past President of the Arkansas Chapter.

Term: 4 years (allowed to serve second term after 2 year absence)

Time Commitment: 2-4 hours per month

Goals, Objectives and Responsibilities:

- Attend the annual Region 9 planning meeting.
 - Participate in other Region 9 planning calls and meetings as needed.
 - Attend Mini-LTC to discuss how to best represent the Chapter's interests to the Region.
 - Assist with planning the annual Region 9 meeting.
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Revenue Cycle Chair

General Description: The Revenue Cycle Chair is responsible for making sure that the Chapter offers educational opportunities that are relevant to revenue cycle personnel and for keeping Chapter leadership informed about developments in the healthcare world that are relevant to hospital revenue cycle operations.

Term: One Year

Time Commitment: 6-8 Hours/month

Goals, Objectives and Responsibilities:

- Plan annual one-day Revenue Cycle Seminar. Additional revenue cycle educational events may be held at the Chair and Chapter's discretion.
- Attend Mini-LTC to discuss and determine the appropriate budget for the Revenue Cycle Seminar(s).
- As needed, hold focus groups to determine topics of interest or concern to the revenue cycle community.
- Reach out to HFMA and AHA leaders regarding advocacy issues or opportunities of interest to the revenue cycle community.
- Encourage revenue cycle leaders throughout the state to participate in local and regional HFMA meetings.

Secretary/DCMS

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 attending and maintaining all Board Meeting minutes.

The Secretary is responsible to review the DCMS Acknowledgement Report periodically and report to the officers and board the status of the Chapter's performance.

Term: One Year

Time Commitment: 8-12 Hours/month

Goals, Objectives and Responsibilities:

- Attend all Board meetings and produce Board minutes.
- Attend Chapter strategic planning session and produce minutes. Attend National Leadership Training Conference.
- Provide board meeting minutes and upload approved minutes to the secure storage area.

- Other duties and responsibilities as assigned by the Chapter leadership.
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Third Party Reimbursement Committee Chair (Inactive)

General Description: The Third Party Reimbursement Chair is responsible for reporting any and all changes in third party reimbursement to the Chapter leadership and members.

Term: One Year

Time Commitment: 2-4 Hours/month

Goals, Objectives and Responsibilities:

- Attend quarterly meetings and report on activities of the committee. Attend strategic planning sessions.
 - Member of a committee formed by Blue Cross/ Blue Shield of Arkansas which meets quarterly to discuss reimbursement issues.
 - Inform HFMA executive committee and membership of any and all proposed reimbursement changes.
 - Keep abreast of all third party reimbursement issues and inform the membership. Other duties and responsibilities as assigned by the Chapter leadership.
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Treasurer

General Description: The Treasurer is the Chapter's chief financial officer and is responsible for tracking and quarterly reporting of all Chapter financial activities and managing financial instruments. He/She shall work to ensure sound financial practices are maintained.

Term: One Year

Time Commitment: 8-12 Hours/month

Goals, Objectives and Responsibilities:

- Maintain financial records (invoices, approvals, etc.) of daily transactions.
- Reconcile bank and investment accounts on a monthly basis.
- Prepare checks on an as needed basis. Manual checks require two officer signatures and electronic checks require email approval from two officers. The Treasurer should not sign or approve any checks written to him/herself.
- Record all deposits. All manual deposits made by the executive director are to be made to the money market account. All electronic credit card deposits are made to the normal checking account and or PayPal account. Notification of the electronic deposits will come via e-mail from the executive director. The event will be noted in the e-mail.
- Maintain original copies of all deposit slips received via physical mail from the executive director.
- Prepare financial statements on a quarterly basis.
- Attend quarterly Board meetings and report the financial statements, which are periodically reviewed by the audit committee, to the Board of Directors.

- Provide necessary information to the audit committee for an annual internal audit of the financial statements.
- Monitor investment of funds and recommend changes as deemed necessary to the Board of Directors.
- Ensure necessary cash is on hand at each quarterly meeting.
- Prepare IRS Form 1099s no later than January 31st of each year.
- Complete the IRS Form 990 information request from National HFMA to be submitted no later than July 15th of each year.
- Attend the annual Leadership Training Conference conducted by National HFMA.
- Provide financial documentation to the Webmaster to be uploaded to the secure storage area of the Chapter website.
- Other duties and responsibilities as assigned by the Chapter leadership.

Website Committee Chair (Webmaster)

General Description: The Website Committee Chair is responsible for management and development of Arkansas HFMA's Chapter website.

Term: One Year

Time Commitment: 4-6 Hours/month

Goals, Objectives and Responsibilities:

- Must be proficient in Adobe Acrobat, Microsoft Word, Microsoft operating system, Microsoft Internet Explorer and have access to high speed Internet connection.
- The Website chair promotes and coordinates the Chapter website.
- Coordinates closely with National HFMA and our representatives with the hosting service.
- Receives, selects for appropriate content, inputs to and maintains all sections of the website.
- Maintains open lines of communication with other Chapter committee chairs. Attends quarterly board meetings and reports to Chapter officers and directors. Participates in the annual strategic planning session.
- Monitors the website utilization and recommends areas of expansion as necessary. Selects additional Chapter members to serve on committee as necessary.
- Upload financial documents provided by the Treasurer and board meeting minutes provided by the Secretary to the secure storage area of the website. Maintain this information in accordance with the Chapter's record retention policy.
- Other duties and responsibilities as assigned by the Chapter leadership.