

HFMA Nebraska Chapter Policy Manual

Title: National Meeting Attendance

Purpose: Provide guidance on who should attend national meetings and the chapter's role in assisting in the financial obligation of attending those meetings.

Policy:

National Meeting	Attended By	Expenses covered			
		Conference Tuition	Transportation	Lodging	Meals
Annual National Institute	Immediate Past President	X	X	X	X
	Newly elected President	X	X	X	X
	Newly elected President-Elect	X			
	Newly elected Secretary	X			
	Newly elected Treasurer	X			
	Regional Executive	X			
	Regional Executive-Elect	X			
	Board Members		Encouraged to attend		
Fall President's Meeting	Current President	NA	X	X	X
	Current President-Elect	NA	X	X	X
Leadership Training Conference	Newly elected President	NA	X	X	X
	Newly elected President-Elect	NA	X	X	X
	Newly elected Secretary	NA	X	X	X
	Newly elected Treasurer	NA	X	X	X
	Membership Chair	NA	X	X	X
	Newsletter Chair	NA	X	X	X
	Others		At Board's discretion		

X – indicates expenses paid or reimbursed by the Nebraska Chapter of HFMA.
NA – no registration fees.

Meals that are reimbursed are only those meals not provided at the HFMA Conference. Expenses will only be reimbursed after submission of a completed reimbursement request and approval.

Updated: 4/30/2006

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Title: Payment and Receipt of Chapter Funds

Purpose: To ensure adequate internal controls exist over the handling of cash

Policy:

Payments

- 1) All invoices or requests for reimbursement need to be approved (initialed) by both the originator and an officer. In the case of educational session expenses, the president-elect should review and approve instead of the president.
- 2) All invoices over \$500 need the president's, except for educational session expenses which should have the president-elect's approval, electronic (fax or email) approval is acceptable.
- 3) All reimbursement requests will be accompanied by original invoices and/or original receipts, e-mail of scanned original acceptable.
- 4) Checks only issued upon receipt of documentation and proper approvals.
- 5) All checks will be signed by any two of the officers.

Receipts

- 1) Collect registration forms and fees via mail and deposit timely.
- 2) Work the registration desk prior to the educational meetings to collect unpaid fees.
- 3) All registrations paid at the meeting will be issued a receipt signed by the individual accepting payment.
- 4) Finalize list of registrants and provide to Program Chair, Secretary, Membership Chair and Sponsorship Chair. Treasurer will reconcile the list of registrants with receipts to ensure all payments are accounted for.
- 5) President to review bank statement received directly from the bank and then send it to the Treasurer for reconciliation.

Updated: 4/19/2006

HFMA Nebraska Chapter Policy Manual

Title: Capitalization Policy

Purpose: To set forth the guideline for capitalizing assets.

Policy: The following guidelines will be used when capitalizing assets:

1. Items with a useful life over 2 year and costing \$5,000 or more are always capitalized.
2. Items costing in the range of \$2,500 - \$5,000 may be capitalized at the discretion of the board.
3. Items costing less then \$2,500 will be expensed.

Useful lives are assigned according to the American Hospital Association's *Estimated Useful Lives of Land Improvements, Buildings, and Fixed Equipment* guide.

Updated: 4/19/2006

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Title: Registrations

Purpose: Set policy with respect to the registration process and handling of refund requests.

Policy: The Programming Chair and Co-Chair, in consultation with the other officers as needed, will establish the fees in advance for each educational session.

The Programming Chair, in consultation with the other officers as needed, may elect to offer a discount for registrations received in advance of a set date or to add a late fee penalty for registrations received after a certain date. The late fee shall not be more than \$25.

Registrations will be processed through the HFMA national on-line registration system.

There are no partial meeting registrations.

A full refund of meeting registration fees will be granted only if the cancellation is received at least seven days prior to the scheduled program. Cancellations made between 4 and 6 days prior to the program will receive a 50 percent cash refund; cancellations within 3 days of the program are non-refundable. The President of the Chapter shall have the discretion to give a full refund in extraordinary circumstances.

New members to the chapter will receive a \$100 voucher that can be applied toward registration for one of the quarterly meetings.

All Nebraska HFMA Past President registrations for the four traditional Nebraska HFMA educational sessions and the joint meeting with IA and SD will be at no charge for life as long as they maintain their membership with Nebraska HFMA. The four traditional Nebraska HFMA educational sessions include: the joint meeting with NHA in June, the joint meeting with NHA in October, the mid-year meeting in January and the annual meeting in March.

Updated: 6/13/08

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Position or Committee Past President **Est. Hours Per Month** 2

Position or Committee Description The Past President is an ex-officio voting member of the Board. The Past President is chair of the nominating committee.

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Attend Chapter Board meetings and work with Officers and Board to facilitate achievement of goals and objectives.	Ongoing		
2	Work with Nominating Committee consisting of other past presidents and current President and President Elect to select slate of officers and directors.	November		
3	Joint Chapter meeting with Iowa Chapter	February		
4	Attend Annual National Institute.	June		

Updated: 4/19/2006

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Position or Committee Chapter President **Est. Hours Per Month** 5 minimum

Position or Committee Description The President shall be the chief executive officer of the Chapter. It shall be the duty of the president to exercise supervision over the activities and welfare of the Chapter and keep in constant touch with the members of the Board of Directors relative to matters of policy. The President shall be responsible for maintaining regular communication with the National HFMA President and the national Regional Executive for Region 8.

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Conduct leadership training, orientation and planning including all officers, directors and committee chairs in mini LTC or other training, orientation and planning process.	April - May		Attended by officers, directors and committee chairpersons.
2	Maintain oversight of the Davis Chapter Management System			Insure Chapter quality and charter requirements are met.
3	Preside at Chapter meetings	As scheduled – a minimum of 4 per year		Recognize all sponsors and new members and make announcements at programs.
4	Preside at Board meetings	As scheduled – a minimum of 4 per year		Invite committee chairs that are non-board members or officers.
5	Invite Region 8 Regional Executive and Region 8 National Board member to meeting as funds allow	Annually		
6	Board of Directors review and revise multi-year Chapter Strategic plan	April - May		Due to National June 1. Chapter Pres-Elect responsible for coordination and preparation of document.
7	Ensure Chapter financial report is complete for 990 tax filing	July 15		Due to National August 1- Treasurer responsible.
8	Ensure Chapter budget is prepared and approved by the Board	April - May		Due to National June 1- Treasurer responsible.
9	Ensure the Membership Directory is prepared and distributed	September- November		Due to National November 10 - distribute to membership by November 1. Membership Directory Chair responsible for coordinating and distributing.
10	Attend Fall Presidents meeting	Fall		
11	Administer awards program	Annually		Present awards at Annual Installation Meeting.

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	Specific Goals and Objectives	Timeframe	Completed	Comments
12	Oversee Certification program for Members			Appoint a member to coordinate Certification programs for members.
13	Oversee Sponsorships			Promote business participation in contributing to sponsorships for educational programs for health care and related professionals. Sponsorship Committee Chair is responsible.
14	National Nominating Committee Recommendation			Make recommendation of member to Regional Executive at LTC and Board Representative from Chapter Region at ANI.
15	Organizational Chart			Create and maintain up-to-date organization chart.
16	Annual Meeting (Installation Banquet)	February-March		Coordinate the Annual Meeting which is to be within 90 days before May 31 (Chapter year end) with the Program Committee Chair.
17	Effectively communicate with membership via newsletters and membership directory	Ongoing		Write President's messages for each of the four newsletters. Write an additional message for the membership directory and the web-site.

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Position or Committee President-Elect **Est. Hours Per Month** 5 - 10

Position or Committee Description The President –Elect is primarily responsible for chairing the Strategic Planning committee.

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Act as Chairman on the Strategic Planning Committee.	January – June		
2	Succession planning and volunteer growth	February - March		
3	Yerger and Chapter awards	March - April		
4	Attend the Fall President’s meeting and prepare a summary of results for the Chapter newsletter and for the Board.	September		
5	Attend board meeting and Chapter activities.	Ongoing		
6	Recruit committee chairpersons for the upcoming year.	January-March		
7	Coordinate attendance and participation in the Leadership Training Conference (LTC).	February-April		Invite all Officers to attend LTC.
8	Attend Leadership Training Conference.	April		
9	Annual Election Notification.	April		Due to National May 10 th

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Position or Committee Vice-President **Est. Hours Per Month** 8 - 12

Position or Committee Description The Vice-President is primarily responsible for chairing the education committee.

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Act as Chairman on the Education Committee which arranges the programs for the year.	Ongoing		
2	Education Committee.	Ongoing		Develop programs to cover the areas for membership education per strategic plan and survey need identification.
3	Attend board meetings and chapter activities.	Ongoing		
4	Attend the Fall President's meeting and prepare a summary of results for the Chapter newsletter and for the Board.	September		
5	Recruit committee chairpersons for the upcoming year.	January-March		
6	Attend Leadership Training Conference	April		

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Position or Committee	<u>Treasurer</u>	Est. Hours Per Month	<u>8 - 10</u>
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Position or Committee Description The Treasurer is responsible for overseeing the financial management of the Chapter. Activities include developing a Chapter Financial Budget, maintaining control and accountability over revenues and expenditures and financial reporting to the Board. The Treasurer is also responsible for attending all Board Meetings and for reporting all requested financial information to the National HFMA Office.

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Establish financial budget in conjunction with President and present to the Board for approval. Submit to National in accordance with DCMS guidelines.	February-March		Due to National June 1 st
2	For each Board Meeting, prepare financial report for distribution to the Board. Attend Board meetings and discuss financial reports.	Monthly		
3	Prepare all checks for payment of Chapter related expenditures. Prepare deposits for Chapter related activities.	Monthly		In accordance with the Payment and Receipt of Chapter funds policy.
4	Prepare monthly bank reconciliation's of General and Investment accounts.	Monthly		
5	Provide financial report for publication in Newsletter.	Quarterly		
6	Update Chapter financial policies and procedures as necessary.	Ongoing		
7	Provide assistance to the Audit Chairperson as necessary to meet the Chapter's audit/"agreed upon procedures" requirement.	July-November		Due for previous year at December Board meeting.
8	Prepare applicable financial summary tax forms for submission to HFMA National. (IRS 990)	June		Due to National August 1
9	For individuals paid > \$600, request 1099 forms from the IRS (Dec 1);send 1099's to individuals (Jan 31);send 1096 (1099 summary) to IRS (Feb 28).	Ongoing		
10	Increase financial reserves toward equaling one year's expenses.	Ongoing		
11	Attend Leadership Training Conference.	April		

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Position or Committee Audit Committee **Est. Hours Per Month** Varies. Outside of audit work, several months have no activity

Position or Committee Description Perform audit function related to the Chapter's financial activities.

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Attend mini-LTC.	April - May		
3	Submit the committee budget to the Treasurer.	February		
4	Attend Board meetings.	Ongoing		
5	Attend Chapter Strategic Planning Session.	Per Board		
6	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board		
7	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		
8	Recommend to President-Elect a successor to be the committee chair.	March		
9	Prepare Year-end Highlights for President to be included in Annual Report.	May 15		

Committee Specific Goals and Objectives

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Perform audit fieldwork.	July-August		Due to National August 1
2	Present audit report to Board.	October		To be presented at October Board Meeting
3	Perform reviews of other programs as requested by Board.	As requested		

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Position or Committee Bylaws Committee **Est. Hours Per Month** 2

Position or Committee Description Bylaws committee meets as needed in order to review, update, correct and/or make recommendations for changes in the bylaws. The chairman reports to the HFMA board of directors monthly.

All Committee Chairs or Their Designated Representative:

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Attend mini-LTC.	May		
3	Submit the committee budget to the Treasurer.	February		
4	Attend Board meetings.	Ongoing		
5	Attend Chapter Strategic Planning Session.	Per Board		
6	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board		
7	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		
8	Recommend to President-Elect a successor to be the committee chair.	March		

Committee Specific Goals and Objectives

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Meet in person with committee and review all aspects of the current bylaws.	Within first 2 months of committee formation.		
2	Meet with past president and other interested board members in order to obtain input about potential changes in the bylaws.	Ongoing		

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Position or Committee Certification Committee **Est. Hours Per Month** 2

Position or Committee Description Promotion of and assistance with obtaining certification. Increase awareness of certification and its advantages. Help members register and prepare to take the exam. Proctor exams.

All Committee Chairs or Their Designated Representative:

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Submit the committee budget to the Treasurer.	February		
3	Attend Board meetings.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board		
6	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		
7	Recommend to President-Elect a successor to be the committee chair.	March		

Committee Specific Goals and Objectives

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Prepare articles for newsletter.	Quarterly		
2	Explain benefits and process of certification at one educational meeting.	Semi-annual		Should be early in HFMA year and halfway through calendar year.
3	Maintain Chapter professional development library.			Keep study materials current.
4	Committee acts as mentor to those pursuing certification.	Ongoing		
5	Speak at New Member Orientation to explain benefits of certification and the process to obtain certification.	Ongoing		

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Position or Committee Membership Committee **Est. Hours Per Month** 4 – 6

Position or Committee Description The Membership Committee is responsible for building and maintaining the Chapter's membership. They will coordinate the Chapter's membership campaign to fulfill the Chapter's goal of new members for the upcoming year. In addition, the new member breakfast/orientation will be the responsibility of the committee.

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	May		
2	Submit the committee budget to the Treasurer.	March		
3	Attend Board meetings.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board		
6	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	March-April		
7	Recommend to President-Elect a successor to be the committee chair.	March		

Committee Specific Goals and Objectives

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Schedule first meeting and establish strategies for: Membership recruiting Membership retention New member orientation	June 1 st		
2	Send reminder letters to all non-renewed members.	August 31 st		
3	Designate a committee member for each meeting to help greet new members and non-members.	Ongoing		
4	Divide list of non-renewals among committee and personally call each member.	August 31 st		This is a good opportunity to gather information; why they aren't renewing, have they moved to a new job, do they have a replacement who might be interested, etc.

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	Specific Goals and Objectives	Timeframe	Completed	Comments
5	Announce details of Membership Campaign and New Member program at Joint Meeting with NHA & in Newsletter.	July 31 st and Ongoing		For Summer and Fall publications.
6	Assign committee members to follow-up with prospective members.	Ongoing		Send letters to all prospective members submitted during campaign and follow-up with a personal phone call.
7	Plan & host New Member function, usually a new member breakfast at each meeting.	Ongoing		Orientation should provide an overview of opportunities available through HFMA membership. Officer, board member and committee chairs participation is encouraged.
8	Appoint committee member to provide new member and existing member information to Newsletter Committee.	Quarterly		See Newsletter for Deadlines
9	For every new member, send a welcome packet with a personal invitation to the first educational session or dinner meeting.	Ongoing		
10	Coordinate the membership directory with the NHA.	Annually		Due to National by November 10th.

Updated: 4/19/2006

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Position or Committee	Nominating Committee	Est. Hours Per Month	2
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Composition of Committee The immediate Past President is the chair of the nominating committee. This committee consists of other active past presidents and the current President and President-elect.

Purpose Develop a proposed slate of candidates for officers and vacancies on the Board of Directors.

Specific Details Officers consist of President, President-elect, Treasurer, and Secretary. The president-elect automatically moves to President. The remaining three positions are elected annually. The Board of Directors consists of seven (7) members, two of which are the immediate past-president and a representative from NHA and the remaining five (5) are elected by the members. Three (3) directors shall be elected in every odd-numbered year and two (2) directors in every even-numbered year, in each case for a term of two years, or until their successors take office, by a plurality of votes entitled to be cast.

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Attend Chapter Board meetings and work with Officers and Board to facilitate achievement of goals and objectives.	Ongoing		
2	Nominating Committee to select slate of officers and directors.	January - February		
3	Obtain listing of Officer and Board candidates through committee process. Prepare and email, mail or fax Ballots to all members.	January		
4	Tabulate results and submit to President for announcement and to President-Elect for notification to National.	January-February		
5	Work with the President and President-elect in coordinating the installation of new officers and Board members at the March meeting.	February-March		

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Position or Committee	<u>Newsletter Committee</u>	Est. Hours Per Month	4 – 6 (more during month before publication)
Purpose	The Newsletter committee is responsible for communications with the members. A quarterly newsletter is one form of communication.		

All Committee Chairs or Their Designated Representative:

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Submit the committee budget to the Treasurer.	February		
3	Attend Board meetings.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board meeting		
6	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		
7	Recommend to President-Elect a successor to be the committee chair	March		

Committee Specific Goals and Objectives:

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Publish Newsletter at least 4 times per year.	Quarterly		
2	Select a photographer to photograph events throughout the year to be published in newsletter.	Ongoing		Use of Chapter's Digital Camera
3	Coordinate with Membership committee for member highlights section of newsletter	Quarterly		
4	Coordinate Sponsors ads for newsletter	Quarterly		Coordinate with Sponsorship Committee
5	Contact President for President's Corner in newsletter.	Quarterly		
6	Include press releases from National in newsletter	Quarterly – Newsletter		
7	Submit Newsletter to Secretary for submission to National	See dates in comments		Due to National Sep 10, Dec 10, Feb 10 and May 10

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	Specific Goals and Objectives	Timeframe	Completed	Comments
8	Oversee email communication to members.	Ongoing		
9	Survey membership to determine whether member needs are met with Newsletter.	January		
10	Tally results of survey, report results to Board, and make appropriate medications as needed.	February		
11	Publicize all National and Chapter events and all Chapter achievements and awards in Newsletter	Ongoing		Coordinate with Awards/Social Committee

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Position or Committee	<u>Program / Education Committee</u>	Est. Hours Per Month	12-16 (including Vice President responsibilities)
Composition of Committee	The Vice President is the Chairman of the Committee. The Committee should be comprised of at least 2-3 other members, which should not include any other officers, but directors are allowed to serve on the committee.		
Purpose	The Program Committee is responsible for planning and coordinating all Chapter educational sessions. This includes joint meetings with NHA and other organizations.		

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Select committee members, send welcome letters and assign responsibilities to each member. Responsibilities to assign could include co-chair, facilities planner, point person for each program and affiliate organization liaison.	April		
2	Submit the committee budget to the Treasurer.	April		
3	Attend Board meetings and report on programming events.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	March-May		

Committee Specific Goals and Objectives:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Hold an initial meeting with all committee members to develop a tentative meeting schedule, topics, meeting location options, tentative budget, etc.	May		
2	Designate a committee member to help at registration table at each meeting.	When meetings are held		
3	Provide tentative meeting schedule to Board with proposed dates and topics by mini-LTC.	May		

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	Specific Goals and Objectives	Timeframe	Completed	Comments
4	<p>Develop budget for program committee activities on a “per meeting” basis. This should include:</p> <ul style="list-style-type: none"> • Proposed pricing structure and est. attendees • Estimated costs 	When meetings are held		
5	<p>Hold the necessary number of follow-up meetings to effectively plan and carry out the various responsibilities of the committee.</p>	Ongoing		
6	<p>Coordinate the 4 traditional Chapter educational sessions during the year on a variety of topics to meet the members needs. Topics should cover the needs identified in the Chapter’s membership survey as well as to focus upon allied industries. The programs should include:</p> <ul style="list-style-type: none"> • Joint session – 1½ day conference with the NHA in June • Joint sessions with NHA at the convention in October • Midyear – 1½ day conference in January • Annual Meeting - 1½ day conference in March • Dinner meetings as deemed appropriate, normally in the off-months • Coordinate networking opportunities after educational events with the Social Committee • Joint Chapter meeting with Iowa Chapter February • Urban Forums / Rural Referral Sept-May 	Ongoing		
7	<p>For each education session, develop and mail/email a program announcement at least 30 days in advance of the program date. This should include program description, speaker biographies, payment information, location and sponsor recognition.</p> <ul style="list-style-type: none"> • Include all necessary corporate sponsorship recognition • Announcements need to look professional with HFMA logo 	Ongoing		

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	Specific Goals and Objectives	Timeframe	Completed	Comments
8	Coordinate all handout materials at programs including: <ul style="list-style-type: none"> • Handouts • Attendee list • Speaker Bio • Sponsorship information 	Ongoing		
9	Send copies of the education sessions' sign-in sheets are sent to the Chapter Secretary and Founder's Award Committee.	Ongoing		
10	Provide a summary of the educational sessions for the chapter newsletter.	Quarterly		
11	Develop updated committee goals and objectives to be utilized by the incoming Program Chairperson.	March		
12	Contact local hotels and make necessary meeting arrangements.	Ongoing		
13	Complete any applicable program award applications for submission to HFMA national.	March		
14	Coordinate program evaluations after each meeting. Summarize the evaluations and provide a report to the committee members and officers.	Ongoing		
15	Promote ANI.	April-June		

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Position or Committee	Awards / Social / Publicity	Est. Hours Per Month	2
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Purpose and General Responsibilities The Awards/Social/Publicity committee is to monitor and evaluate the Chapter's policies concerning awards to members. Recommend and promote programs and awards to encourage involvement, recognition and development of Chapter members in the activities and administration of the Chapter. Responsible for coordinating all social activities of the Chapter and promoting the networking benefit of Chapter membership.

All Committee Chairs or Their Designated Representative:

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Submit the committee budget to the Treasurer.	February		
3	Attend Board meetings.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board meeting		
6	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		
7	Recommend to President-Elect a successor to be the committee chair	March		
8	Prepare year-end highlights for President to be included in Annual Report.	May 15		

Committee Specific Goals and Objectives:

Specific Goals and Objectives		Timeframe	Completed	Comments
1	Plan a social/networking event for each of the four education sessions.	Ongoing		Coordinate with President Elect and Program Committee
2	Hold at least one meeting per quarter either by phone or in person with committee members.	Ongoing		
3	Present awards and certifications on an as needed basis or at least annually.	Ongoing		

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	Specific Goals and Objectives	Timeframe	Completed	Comments
4	Ensure PR departments and newspapers have information readily available regarding award winners, chairpersons/officers elected, etc.	Ongoing		
5	Encourage Officer and Board participation in events.	Ongoing		

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Position or Committee Sponsorship Committee **Est. Hours Per Month** 2

Purpose and General Responsibilities To raise financial support from companies to enhance the quality of educational programs, newsletters and member services.

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Submit the committee budget to the Treasurer.	February		
3	Attend Board meetings.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	January-February		
6	Recommend to President-Elect a successor to be the committee chair	March		

Committee Specific Goals and Objectives:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Design current year's Sponsor Drive. Obtain Board approval for any changes in Sponsor benefits.	August		
2	Maintain mailing list of potential Sponsors who are not Chapter members. These non-Chapter members are usually provided by Chapter Officers and Board Members.	Ongoing		
3	Prepare each year's letters to be used for both continuing Sponsors as well as new Sponsors.	September		
4	Mail all Sponsor solicitations. The Sponsor year runs on a calendar year basis -- it is important for the Sponsor Drive to be well underway prior to the end of the calendar year.	October		

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	Specific Goals and Objectives	Timeframe	Completed	Comments
5	Follow-up with potential sponsors to ensure all questions are answered. No contracts will be agreed to or signed by HFMA regarding terms of sponsorship.	November		
6	Receive checks from sponsors and forward to Treasurer.	December January and February		
7	Have a new Sponsor Board created once all Sponsorships are received/finalized	February		
8	Work with each sponsor on their ad for the newsletter: a. If new sponsor or changed level: coordinate with the sponsor to get a workable ad and forward to newsletter committee b. if existing sponsor: send a copy annually of the ad used and confirm if any changes necessary. If a new ad, then follow step (a) above. c. review accuracy of the ads after newsletter is published and work with newsletter committee if changes need to be made	Ongoing		Coordinate with Newsletter committee
9	Communicate with Sponsors of all Chapter Events.	Ongoing		Forward copies of Chapter emails to all sponsors
10	Send a copy of the quarterly newsletter to all sponsors	Quarterly		
11	Take the Sponsor Board to all meetings, if not able to attend, coordinate delivery and pick-up with another HFMA member	Ongoing		
12	Provide updated list of Sponsors to appropriate committees and Officers	Monthly – or as they change		This includes Program (meetings and announcements), Newsletter and Web Page
13	Survey Sponsors to determine satisfaction with program and for ideas to enhance sponsorship program appeal	Summer		
14	Coordinate with appropriate committees to ensure sponsor benefit commitments are met.	Ongoing		This includes Program (meetings and announcements), Newsletter and Web Page

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Position or Committee	Strategic Planning	Est. Hours Per Month	2
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Purpose and General Responsibilities The Strategic Planning Committee is responsible for developing, directing, coordinating, and overseeing the strategic planning process within the Chapter resulting in fundamental decisions and actions that support, enhance, and further the Chapter mission.

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		Three committee members
2	Submit the committee budget to the Treasurer.	February		No budget requirements
3	Attend Board meetings.	Ongoing		At least one member each meeting
4	Attend Chapter Strategic Planning Session.	Per Board		Strategic plan presentation
5	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board meeting		Includes balanced scorecard and strategic plan
6	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		Provided prior to the May strategic planning session and should include an overview of the current strategic plan and balanced scorecard.
7	Recommend to President-Elect a successor to be the committee chair	March		Should include co-chairs; one to represent industry and one to represent a healthcare facility.

Committee Specific Goals and Objectives:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Develop Balanced Score Card			Updated version approved at mini-LTC.
2	Develop Long-Term "Picture" of Chapter's vision.			Updated version approved at mini-LTC.
3	Review and validate Mission statement.	January		Updated version approved at mini-LTC.
4	Draft Strategic Plan.	January – March		To be presented at the mini-LTC.
5	Present quarterly updates on performance towards meeting strategic goals (balanced scorecard report).	Quarterly		

Updated: 4/19/2006

HFMA Nebraska Chapter Policy Manual

Position or Committee	Website	Est. Hours Per Month	4
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Purpose and General Responsibilities Website is responsible for promoting Chapter activities, committees and Sponsors. It provides access to member information, publicizes quarterly chapter newsletters and educational opportunities and National HFMA educational opportunities.

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Submit the committee budget to the Treasurer.	February		
3	Attend Board meetings.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board meeting		
6	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		
7	Recommend to President-Elect a successor to be the committee chair	March		

Committee Specific Goals and Objectives:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Update chapter, member and vendor information.	Annually and ongoing		
2	Update educational meeting information.	Ongoing		
3	Coordinate publication of National educational opportunities with Program committee.	Ongoing		
4	Post quarterly newsletters.	Ongoing		
5	Post job opportunities as they become available	Ongoing		
6	Answer questions submitted through the "contact us" link.	Ongoing		

Updated: 4/19/2006

HFMA Nebraska Chapter Policy Manual

Position or Committee	Policies and Procedures	Est. Hours Per Month	4
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Purpose and General Responsibilities The Policies and Procedures committee is responsible for updating the Nebraska Chapter's Operations Manual, updating policies, and drafting new polices and procedures as requested by the Chapter.

All Committee Chairs or Their Designated Representative:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Choose committee and send welcome letter.	April		
2	Submit the committee budget to the Treasurer.	February		
3	Attend Board meetings.	Ongoing		
4	Attend Chapter Strategic Planning Session.	Per Board		
5	Provide report of activities to Secretary for inclusion in Board Packet.	2 weeks prior to Board meeting		
6	Assist incoming Committee Chairperson to ensure that the committee's goals and objectives are properly updated in advance of the strategic planning session.	April-May		
7	Recommend to President-Elect a successor to be the committee chair	March		

Committee Specific Goals and Objectives:

	Specific Goals and Objectives	Timeframe	Completed	Comments
1	Update chapter's Operation Manual.	April – May		
2	Update policies and procedures.	April - May		
3	Draft new policies and procedures.	Ongoing		

Updated: 4/19/2006

Nebraska Healthcare Financial Management Association

Rookie of the Year Award

The 2009 **Rookie of the Year Award** is designed to recognize a single Nebraska Chapter HFMA member who joined HFMA between June 1, 2006 and May 31, 2007 and has demonstrated chapter leadership potential. The award recognizes a new member to the chapter who has made a significant contribution to the Association as a result of substantial involvement over the course of the previous two fiscal years.

In years in which the Award Committee deems there is at least one chapter member who has qualified for the award, the Nebraska Chapter of HFMA will award a trip to ANI: Healthcare Finance Conference.

Purpose:

- To promote/encourage ongoing involvement of new chapter members who have demonstrated leadership potential in the Nebraska Chapter of HFMA.

Criteria:

- The 2009 Rookie of the Year will be chosen from members who joined the Nebraska Chapter of HFMA between June 1, 2006 and May 31, 2007.
- The award recipient will be determined by a committee made up of the Membership Committee Chair, Social Committee Chair, Vice President, Secretary, and the Treasurer of the Chapter.
- Eligible members for the award will be evaluated based on:
 - Participation on chapter committee
 - Chapter meeting attendance
 - Social activities attendance
 - National meeting attendance

Award:

- The award recipient will be chosen before the chapter annual meeting, usually held in March. Presentation of the award will occur during the annual awards ceremony at the awards banquet.
- The chapter will reimburse the award recipient the following:
 - ANI tuition
 - Airfare to ANI
 - Lodging (up to ANI host hotel rates)
 - Reasonable meal and other transportation expenses

Updated: 1/27/2009

HFMA Nebraska Chapter Policy Manual

HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION POLICY STATEMENT

Policy:

All documents produced as a result of conducting the affairs of the Association shall be property stored and safeguarded in order that a complete and accurate record of business transactions is readily available at all times. Recognizing that no valid reason exists to retain all documents for an indefinite period of time, certain documents may be disposed of when their retention will not serve a useful purpose. Therefore, documents may be disposed of in accordance with the record retention schedule which is attached and is a part of this policy.

Purpose:

This policy is intended to organize and standardize the Association's practices with regard to the retention and destruction, when appropriate, of Association documents.

Issued: 5/31/08

HFMA Nebraska Chapter Policy Manual

HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION RETENTION SCHEDULE

ACCOUNTING	YEARS
Accounts Payable Ledger	7
Accounts Receivable Ledger	7
Audit Reports	P
Balance Sheets	P
Bills, Paid	7
Cash Books	P
Cash Disbursements	P
Cash Payroll	P
Cash Receipts	P
Cash Register	10
Check Stubs	7
Checked, Cancelled	7
Payroll	7
Petty Cash	7
Correspondence	5
Memos, Credit	7
Debit	7
Expense Records	7
Financial Statements	P
Invoices	7
Journals & Ledgers	P
Notes Paid	P
Operating Statements	P
Payroll Journals	10
Petty Cash Reports	7
Trial Balances	P
Accounts Payable	7
Accounts Receivable	7
General Ledger	P
Voucher Register (Journal)	P
ADVERTISING	
Contracts	5
Correspondence	2
Drawing & Artwork	2
BANK DEPOSIT	
Signature Authorized	P
Statements	7
Deposit Books	3
Slips	3
Reconcilements	3
BUDGET	
Authorizations	7
Statistical Analysis of Expense	7

HFMA Nebraska Chapter Policy Manual

CORPORATE PAPERS	YEARS
Articles of Incorporation	P
Charter	P
Constitution & Bylaws	P
Documents with Register	P
Minute Books	P
CORRESPONDENCE	
General	2
INSURANCE	
Accident	8
Fidelity	8
Fire	8
Hospital	7
Inspection Certificates	7
Liability	8
Workmen's Compensation	10
INVENTORY	
Inventory Control	7
Plant & Fixtures	P
LEGAL	
Contracts	10
Customers (non-government)	10
Government Contracts	4
Employees	P
Royalties	P
Claims and litigation files	10
Copyright, patent and trademark registration	P
PERSONNEL	
Applications	1
Earning Records	P
Employment Releases	P
Employee contracts	10
Garnishments	10
Government reports	6
Insurance, Hospital	7
Payroll Analysis	7
Pensions	P
Service Records	P
Time Cards	5
Wage Rate Changes	8
PROPERTY	
Inventories	P
Depreciation records	P
PUBLIC RELATIONS	
Annual Reports	P

HFMA Nebraska Chapter Policy Manual

PURCHASING	YEARS
Correspondence	5
Invoices	7
Purchase Orders	7
SALES	
Purchase Journal/Register	7
Accounts Receivable Register	7
Correspondence	5
Customer Orders	7
Invoices	7
Remittance Statements	2
Sales Journal/Register	7
Summaries of Expense	7
TAXES	
Income	P
Property	P
Sales	P
Social Security	P
Withholding Certificates	P
Payroll Tax Returns	4
TRAFFIC DEPARTMENT	
Bills of Lading	4
Freight Bills	4

Healthcare Financial Management Association

Whistleblower Protection Policy

As the nation's leading membership organization for healthcare financial management executives, HFMA prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. HFMA has adopted a Code of Ethics, which requires each member of HFMA to promote the highest standards of professional conduct by practicing honesty and maintaining personal integrity. In furtherance of these principles, HFMA has adopted a whistleblower protection policy. Pursuant to this policy, as applicable to HFMA itself, any employee or member who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the President to allow the organization to investigate and, if applicable, correct the situation or condition.

If the President is involved or is believed to be involved in the matter being reported, employees or members may, in the alternative, make a report to the Chair of the Board of Directors. HFMA will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

If the violation of federal, state, or local law or regulation, or financial wrongdoing, concerns an HFMA chapter, the member (or the chapter employee, if applicable), should report the violation to the Chapter President. If the Chapter President is involved or is believed to be involved in the matter being reported, the violation should be reported to HFMA's President.

"Financial wrongdoing" may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statements or recordkeeping;
- deficiencies of internal accounting controls;
- misrepresentations to company officers or accounting personnel.

If any member or employee reports in good faith what the member or employee believes to be a violation of the law and/or financial wrongdoing to an HFMA chapter or HFMA, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is HFMA's policy that there will be no retaliation taken against the member or employee.

Members and employees are reminded of the importance of keeping financial matters confidential. Members and employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Chapter President or HFMA National office executive.

Attached is contact information for the HFMA National officials referenced in this policy.

Healthcare Financial Management Association

Conflict of Interest Policy

Article I **Purpose**

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the "Organization"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II **Definitions**

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity or individual with which the Organization has a transaction arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III **Procedures**

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and all materials facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- d. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION

Resolution on Conflict of Interest

For Board of Directors

Federal and state laws, as well as ethics demand that officers and governing board members of organizations and associations who make or can influence decisions for or on its behalf act with complete fidelity to the association and its members. Any duality or conflict of interest should be the subject of deliberate concern and continual review. Full disclosure by the individual(s) in the case of a duality or conflict of interest must be an established standard of conduct by all association board of directors.

The Board of Directors of the Healthcare Financial Management Association, individually and collectively, adopts the following resolution binding each member of that Board to the full intent of the resolution.

WHEREAS, The proper governance of any professional association depends on the governing board members who give of their time for the benefit of their members; and

WHEREAS, The giving of this service, because of the varied interests and backgrounds of the governing board members, may result in situations involving a dual interest that might be interpreted as conflict of interest; and

WHEREAS, This service should not be rendered impossible solely by reason of duality of interest or possible conflict of interest; and

WHEREAS, This service nevertheless carries with it a requirement of loyalty and fidelity to the association served, it being the responsibility of the members of the board to govern the association's affairs honestly and economically, exercising their best care, skill, and judgment for the benefit of the members and association; and

WHEREAS, The matter of any duality of interest or possible conflict of interest can best be handled through full disclosure of any such interest, together with noninvolvement in any vote wherein the interest is involved;

NOW THEREFORE BE IT RESOLVED: That the following policy of duality and conflict of interest is hereby adopted:

1. Any duality of interest or possible conflict of interest on the part of any board member should be disclosed to the other members of the board and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.
2. Any board member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
3. The foregoing requirements should not be construed as preventing the board member from briefly stating his/her position on the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of significant assistance.

BE IT FUTHER RESOLVED: That this policy be reviewed at the beginning of each fiscal year for the information and guidance of board members, and that any new member be advised of the policy upon entering on the duties of his office.

I, _____ (print name) have read and understood the above resolution and my signature below indicates my willingness and commitment to abide by the spirit and intent of this resolution.

Signature

Date

Chapter Name

Board Position

MUST BE SUBMITTED NO LATER THAN AUGUST 1, 2009

Practice of Operating Policies

TO: Healthcare Financial Management Association
Two Westbrook Corporate Center, Suite 700
Westchester, IL 60154

ATTN: E. Daniel Johansson
Director, Accounting and Finance
(800) 252-4362, ext. 318, E-mail: djohansson@hfma.org

Chapter Name & Number: _____

Treasurer Address: _____

City/State: _____

Zip Code: _____

I hereby certify that the above identified Chapter of the Healthcare Financial Management Association does have in place three operating policies: 1) Document Retention and Destruction Policy, 2) Whistleblower Policy, and 3) Conflict of Interest Policy. The operating policies are available to all members of the chapter; I understand that it is my responsibility to comply with the regulations and policies outlined to the best of my ability during the fiscal year ending May 31, 2009.

I hereby certify that I, the Chapter Treasurer, declare that this document has been examined by me and to the best of my knowledge and belief is true, correct, and complete and made in good faith for the fiscal year submitted.

Very truly yours,

Signature: _____
(Treasurer)

Printed Name: _____

Date: _____

Signature: _____
(President)

Printed Name: _____

Date: _____