

## **Membership Chair/Committee Leadership Job Description**

### **General Description**

The Membership Chair/Committee is responsible for building and maintaining the Chapter's membership. The committee will coordinate the Chapter's membership campaign to fulfill the Chapter's goal of new members for the upcoming year.

**Term:** One Year

**Time Commitment:** 5 hours/month average

### **Goals, Objectives and Responsibilities:**

- Develops and maintains processes to identify new members through the educational sessions and Chapter newsletter. Contact each potential candidate at least once during the year for possible membership.
- Download membership rosters to load into Constant Contacts quarterly.
- Works closely with the Vice President in reaching out to local healthcare financial management professionals who can benefit from HFMA membership and leadership roles on the local board.
- Works with appropriate Board members to identify other health care related organizations to promote membership to the Chapter.
- Develop a year-end summary of activities and objectives for the current year.
- Pulls numbers prior to, and reports membership numbers at the board meetings.
- Keep all meeting notes and files saved under:  
<https://drive.google.com/drive/u/1/folders/1i8kMK8G1eaD2ogNjWGeDOP5TYI0p-Flq>