



Vice President Leadership Job Description

General Description: Responsible for developing leadership within the membership and helps expand chapter membership. The Vice President's plan should include increased involvement and mentoring in order to support the introduction and on-going advancement of members into chapter leaders.

Term: One Year

Time Commitment: 4 hours/month

Goals, Objectives and Responsibilities

- ✦ Identify healthcare financial management leaders in the community, increase awareness, encourage HFMA membership and leadership.
- ✦ Support membership committee/chair(s) on membership renewal and growth.
- ✦ Find ways to encourage members who desire leadership positions. Promote the various rewards associated with the HFMA leadership experience.
- ✦ Maintain a list of members you wish to become involved. Assist with placement of those members who want to become involved in the chapter.
- ✦ Provide chapter board with names of individuals who have either expressed interest in leadership positions, or who have demonstrated leadership skills through their involvement in chapter activities.
- ✦ Encourage and support other committee chairs to mentor co-chairs of committees for succession planning.
- ✦ Engages Chapter Leadership, serving as a resource to foster continued growth and success.
- ✦ With the approval of the president & president-elect, submit applications for chapter and member awards.
- ✦ Attend programs/education call as needed to help provide quality education.
- ✦ Keeps all meeting notes and files saved under:

<https://drive.google.com/drive/u/1/folders/1i8kMK8G1eaD2ogNjWGeDOP5TYI0p-Flq>