



The San Diego-Imperial Chapter needs volunteers and future chapter leaders for continued success!

We encourage you to seek involvement through volunteerism to meet personal or professional goals and to strengthen the quality and quantity of offerings through shared knowledge and participation. A brief description of each committee is below. Please review and check an area of interest and return to Julie Haluska, Chapter Awards and Volunteerism Chair jhaluska@me.com, or discuss via phone at 847-800-2613, or contact any chapter leader below.

SAN DIEGO-IMPERIAL CHAPTER POSITIONS AND COMMITTEES

PRESIDENT: PIA LABOS

Purpose: Provides leadership and direction to the San Diego Chapter Board and its members toward the achievement of the adopted strategic goals. Mentor the President-Elect.

PRESIDENT ELECT: MARGIE DROBATSCHESKY

Purpose: To provide support to the president while learning the presidential responsibilities. By mid FY, participate in CAT and lead the FY 2012-2013 strategic planning committee made up of the President, President-Elect and Vice President. Mentor the Vice President and Volunteer/Awards Chair.

VICE PRESIDENT: TINA ROBERTS

Purpose: To establish and monitor Yerger goals and progress to date. Learn the President-Elect responsibilities for the following year. Work closely with the President-Elect and President. Sits on the Program, Membership, and Sponsorship committees.

IMMEDIATE PAST PRESIDENT AND BYLAWS' REVIEW: DEB HAGEN

Purpose: Annual review and recommendations for adoption or amendment of Chapter Bylaws.

SECRETARY: FAHD BENABDELJALIL

Purpose: To record the meetings of the Chapter, notifies members of their election to office, maintains a roster of members, and issues notices of all meetings and events. Work closely with all Chapter leaders.

- _____ Minutes at Board meetings
- _____ C-Vent Communications

TREASURER: SHANNON VANDERBILT

Purpose: To maintain a strong financial position and utilize chapter resources to enhance benefits to members. Provide monthly financial statements to the Board. Coordinate financial review at year end with designated auditor and submission of 990 to national. Provide oversight to Sponsorship chair and DCMS reporting chair.

FINANCIAL AUDIT COMMITTEE CHAIR: ALECE HON

Purpose: To perform the annual audit of the financial records and submit a report to the Board of Directors.

PROGRAM CHAIR: TINA ROBERTS **CO-CHAIR: MARGIE DROBATSCHESKY**

Purpose: To plan, conduct, and evaluate educational activities to meet the needs of the members and maximize the participation of all members in a meaningful learning process.

- _____ Topic Identification
- _____ Speaker Procurement
- _____ Program Logistics [Location planning; A/V needs;
- _____ Event Assistance [Flyer Prep for Secretary to Distribute; Registration, Room set up, Moderators, Evaluations,
- _____ Event Article for Newsletter

Other 2011-2012 Program Committee: Joint Association Meeting CHAIR: MARGIE DROBATSCHESKY

Purpose: To actively participate and assist in the development of Joint Association education programs. To promote the value of the association, encourage involvement and elicit input for program development.

- _____ Joint Meeting Volunteers

MEMBERSHIP CHAIR: STEPHANIE VURIK **CO-CHAIR: ELAINE CHERRY**

Purpose: To recruit and welcome new members, retain current members, promote reinstatement of inactive or former members who have not renewed their membership, and advance the opportunities of existing members through working closely with the Chapter Awards and Volunteerism committee toward the encouragement of volunteerism recruitment of future chapter leaders.

- _____ New Member Welcome packet
- _____ New member Events and HFMA 101
- _____ New Member Outreach to providers and other healthcare organizations
- _____ Member Satisfaction and Retention
- _____ Membership Directory

CHAPTER AWARDS AND VOLUNTEERISM CHAIR: JULIE HALUSKA

Purpose: To recruit, welcome, and assist in assignment of new volunteers. Enhance Chapter communication, membership growth outreach, and promotion of volunteerism and leadership opportunities via the Chapter LinkedIn site. Through the Awards committee, recognize the efforts of chapter volunteers at the annual Chapter meeting. Works closely with Membership, Programs, Sponsorship, Newsletter, and Volunteer chair.

- _____ Volunteer Outreach, Education, and Mentorship
- _____ Awards Committee member

NEWSLETTER CHAIR: CHRIS UDELL

Purpose: To enhance chapter communications through regular publishing of the Newsletter. To provide members with advance information on upcoming chapter and National HFMA program events and social activities; provide members with messages from our chapter president; provide a site to recognize our new members and report on chapter growth, retention and volunteer opportunities; provide a forum for our sponsors; provide information relative to the goals of our strategic plan, and to provide a forum for reporting state and national issues relating to the healthcare finance industry. Publish four (4) newsletters: summer (June/July), fall (September/October), winter (December/January), and spring (March/April). Work closely with Programs; Secretary, and Website.

- _____ Article Procurement; Spotlight new members and volunteers
- _____ Editor Assistance [Graphics; Publisher Design and Layout]
- _____ Photographers for local, regional and national events

SPONSORSHIP CHAIR: MICHELLE VALENCIA-JACKSON CO-CHAIR: JENNIFER HAYS

Purpose: To solicit financial support in the form of general corporate sponsorships in return for recognition in Chapter publications and at Chapter events. To increase general sponsorship support to allow for the continuation of affordable cost educational programs, networking opportunities, and subsidization of memberships. Work closely with Treasurer.

_____ Sponsorship Procurement
_____ Value Benefit Analysis and communication to members

SOCIAL CHAIR: LESLIE PATE

Purpose: Plans and organizes logistics, entertainment, & refreshments for chapter social events. Work closely with Membership and Sponsorship.

_____ Social Event Planning and execution

CERTIFICATION CHAIR: JOHN GARCIA

Purpose: To promote professional certification of members as "Fellow of the Healthcare Financial Management Association" (HFMA) and "Certified Healthcare Financial Professional" (CHFP) through coaching sessions and articles of encouragement in the Newsletter.

_____ Certification Coaching Assistance

WEBMASTER: BRYAN WEBSTER

Purpose: To provide member access to the member directory; advance schedule of events including educational programs, social activities, certification test dates, and regional events; a site for sponsor information; a site for job postings; & and a link to HFMA national. Work closely with all chapter leaders.

_____ Website Assistance

FOUNDERS CONTACT: JULIE HALUSKA

Purpose: To submit to National HFMA the information needed to score the San Diego-Imperial Chapter for Founders Points by August 10th annually. Educate members via Newsletter about Founders Points, and encourage participation. Check National's scoring for accuracy. Report the chapter's progresses during the year to make sure recognition items are ordered and members formally congratulated.

Please fill out and return to any Chapter leader or call your Chapter president below to discuss.

Name: _____ Email: _____

Company: _____

Phone#: _____ Fax #: _____

Address: _____

Committee Preference: 1st Choice: _____

Committee Preference: 2nd Choice: _____

On behalf of the Board of Directors, we look forward to having you on our volunteer leadership team!

-Pia Labos, President San Diego-Imperial Chapter

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