

Officer Succession Planning

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hfma™

healthcare financial management association



hfma™ heart of america chapter
healthcare financial management association

Strategic Planning for Leader Development

- HFMA Heart of Chapter traditionally followed a comprehensive but lengthy officer rotation
- Chapter Officers and Board discussed approaching officer rotation differently to ensure officer retention

Getting the Right Volunteers is Important!

- HFMA is truly ran by volunteers and we need o ensure those volunteers are in the right roles.
- Old thinking of starting as a Treasurer to begin the officer rotation was challenged
- Determined Treasurer role was important to keep as a two year tract rather than just one year
- Increased Secretary duties also necessitated a two year tract
- President tract now begins at Vice President

Why the Change?

- Increasingly more difficult to recruit and retain officers during the entire six year rotation as set forth:
 - Treasurer
 - Secretary
 - Vice President
 - President Elect
 - President
 - Past President

Treasurer Duties

- Manage Quickbook activities
- Manage deposits
- Prepare payments
- Monthly financial reporting
- Challenges included:
 - Maintaining financial record integrity
 - Keep consistency with processes

Secretary Duties

- Founders reporting
- Meeting registration
- Manage chapter communications
- Constant Contact impact:
 - Registration expert
 - Meeting badges
 - Facilitates Paypal questions along with Treasurer

New Officer Roll-Up

- Independent two year elections for Treasurer and Secretary
- Ensure designating members on Programming Committee that could serve as Vice President
- New President roll-up in one year tracts
 - Vice President (Program Chair)
 - President-Elect
 - President
 - Past President

Officer Goals

- Ensure financial minded volunteers are nominated as Treasurer
- Nominate Secretary to also serve as a Programming Chair and or Member
- All elected officers and Board Members should have at least two years of volunteer experience
- Outcome is to ensure the right volunteers are in the right roles.