

Policy Title:	STAR Committee Structure	Adopted Date:	07/08/2015
Policy Category:	Operational Policy	Review Date:	
Policy Number:		Amended Date:	

Purpose: The Tennessee Chapter of HFMA is managed by nine (9) committees, designated collectively as STAR (Strategic Teams for Action and Response). STAR committees are vested with management responsibility for a certain aspect of the Chapter to fulfill the chapter’s mission and vision. The committees meet at the three major institutes and, as needed, by teleconference. Each committee is chaired by a member of the Chapter’s board, and each chair has a co-chair who is being mentored to succeed the chair. Committee responsibilities are delegated to various committee members to ensure that one or two members are not saddled with the bulk of their committee’s responsibly.

Policy: The three (3) District Vice Presidents (defined in bylaws) will have responsibilities to oversee the functions and outcomes for the various STAR committees as defined in chapter policy and procedures. The Nominating Committee shall assign the STAR committee responsibilities evenly among the three District Vice Presidents, to be approved by the presiding Board. If the number of STAR Committees is not divisible by three (3), the Chapter will keep the largest number of district directors divisible by three (3) and supplement the additional directors from any district. If the number of STAR Committees increase or decrease in any year, the number of elected Board of Directors may also fluctuate so that an elected director is available to chair a STAR Committee, as stipulated in the Chapter Bylaws.

Current STAR Committees include:

1. Programs and Education
2. Certification
3. Leadership Development
4. Projects and Yerger Planning
5. Communications
6. Website
7. Member Services
8. Sponsorship
9. Scholarship

Procedure: The following goals, objectives, and responsibilities outline the procedures for each STAR committee.

PROGRAMS and EDUCATION

Objective:

Coordinate all Chapter meetings and programs, which include four educational sessions and additional district sessions each year.

Responsibilities:

Coordinate all educational events throughout the year to ensure that they do not conflict with THA, National HFMA and Region V events. Appoint district program committees to work with the District Vice Presidents to develop program schedules and content.

Co-Chair for Registration:

Objectives:

Ensure that the registration process for each educational session is conducted in an efficient, accurate and timely manner and that all educational hours provided to membership are reflected in year-end reporting.

Responsibilities:

Coordinate with Programs and Education committee to ensure that the registration process is conducted efficiently and consistently for every educational session throughout the year. Coordinate with program chairpersons to enlist members to staff registration desks at each educational session. Promote pre-registration.

Certification

Objective:

Promote the benefits of National Certification via the Certified Healthcare Financial Professional (CHFP), Fellow Healthcare Financial Management Association (FHFMA), Certified Revenue Cycle Representative (CRCR), and Certified Technical Specialist (CTS) programs.

Responsibilities:

Promote and encourage eligible members to become certified. Serve as the point of contact for information regarding National Certification. Provide Chapter resources to aid members in obtaining study materials. Organize Certification Coaching for National Certification to chapter members.

Leadership Development

Goals:

This Committee is responsible for developing leadership within the membership. The Committee's plan should include increased involvement and mentoring in order to support the introduction and on-going advancement of members into Chapter leaders.

Objectives:

- Informally or formally survey membership for interest in leadership positions by September 1 of each year.

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- Encourage and support other Committee Chairs to mentor Co-chairs of committees for succession planning.
- Provide to the Nominating Committee names of individuals who have either expressed interest in leadership positions, or who have demonstrated leadership skills through their involvement in Chapter activities.
- Find ways to encourage members who desire leadership positions. Promote the various rewards associated with the HFMA leadership experience.
- Maintain and monitor the STAR committee website sign-up and distribute the listing quarterly to all committee chairs.
- Maintain a list of members you wish to become involved. Assist with placement of those members who want to become involved in the chapter.
- Organize, promote and provide (with leadership committee members) an HFMA 101 or membership involvement session in each District of the State during the Chapter year.

PROJECTS AND YERGER PLANNING

Objective:

Develop and implement educational and informative projects designed to have significant impact on customers, providers and third-party purchasers of healthcare and others concerned with healthcare issues. Identify chapter initiatives that have potential to be Yerger Award Submissions based on identified needs of the chapter.

Responsibilities:

Select project(s) that can be brought to completion based on recommendations from Mini-LTC attendees. Initiate action and monitor progress throughout the year. Assist in the review of Yerger Submissions and recommend modifications as needed. Educate the chapter leaders on the Yerger Award process and encourage initiatives that would warrant an award submission based on the needs of the chapter as identified in the Mini-LTC and other settings throughout the year.

Submit Press Releases regarding the installation of officers to appropriate newspapers and journals at the beginning of each chapter year.

COMMUNICATIONS

Goals:

The primary objective of this committee is timely communication among Chapter members through publication of Chapter newsletters and the Membership Directory. This Committee is responsible for keeping Chapter members informed of current issues and Chapter activities. Emphasis will be placed on communication of top healthcare financial management issues and recognizing members' accomplishments.

Objectives:

- The Communication Chair and the Membership Chair should work together to ensure the publication and distribution of the annual Membership Directory is completed by November 1st of each year. Four (4) copies should be sent to National HFMA, one (1) copy to each Region V

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President and President-Elect, one (1) copy to the Region V Chapter Liaison Representative (CLR) and one (1) copy to the Chapter liaison Representative-Elect. Extra copies should be kept for distribution to new members. The directory should include a schedule of chapter meetings and a directory of members including professional designations.

- Publication and distribution of the Chapter newsletter a minimum of four (4) times per year, which must be at least 1 newsletter per quarter. In accordance with the Davis Chapter Management System requirements, at least four (4) of the following items must be included in each newsletter.
 - a. The current President's message to provide chapter updates, goals, accomplishments and encouragement for chapter activities
 - b. Announcement of all scheduled Chapter meetings and other Chapter activities
 - c. Personal notes recognizing any accomplishments or activities of individual members
 - d. Interviews of chapter members and healthcare leaders of interest to chapter members
 - e. Material stimulating interest in membership or reporting progress in membership drives such as a list of new members
 - f. Material stimulating interest in educational efforts outside the Chapter area conducted by neighboring Chapters or by National HFMA
 - g. Reprints of material of current technical interest from HFMA publications or other sources and original articles
 - h. A listing of current Chapter Officers and Directors
 - i. Photos of recent chapter activities
 - j. Current Chapter Sponsors
- Encourage Chapter members to write papers to submit for publication in the Chapter newsletter. Papers should be reviewed for compliance with National criteria for publications. Copies of papers should be sent to the Chapter Secretary for submission to National HFMA.
- Recruit Chapter members for participation based on their interests and communication committee needs. Suggested areas of interest include
 - a. Members on the Move
 - b. Reader's Opinion
 - c. Certification (who, when, what, how)
 - d. CPAR
 - e. New Member Spotlight
 - f. New Members List
 - g. Compliance Corner
 - h. Tennessee Healthcare News
 - i. TNHFMA News: Did You Know?
 - j. TNHFMA News
 - k. National Healthcare News (including Regulatory updates)
 - l. President's letter
 - m. Editor's Note
 - n. Article: Executive Focus
 - o. Article: Managed Care Focus
 - p. Article: PFS Focus
 - q. Article: Healthcare Reform Focus
- Newsletters are distributed via electronic mail to the most recent HFMA membership with alternates list as downloaded from National HFMA website.



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- Enter newsletter publication information online in the National HFMA chapter leadership section. Send a copy of each Chapter newsletter to the Chapter Secretary for reporting to National HFMA, or submit to chapter@hfma.org. A copy should be sent to the Region V Executive and Executive-Elect.
- During the mini-LTC, consider if there will be significant improvements/changes to the newsletter that should be submitted for a Yerger Award. Work with the Projects/Yerger committee chair to ensure timely submission of the Yerger Application.
- Solicit advertising.
- Send any return emails to the Membership Committee for follow-up.

Dates to Remember:

- November 1 - Distribution date for the Membership Directory to the membership and submission of the Membership Service directory to National HFMA.
- August 10 - Quarterly Reporting to National for Newsletters
- November 10 - Quarterly Reporting to National for Newsletters
- February 10 - Quarterly Reporting to National for Newsletters
- May 10 - Quarterly Reporting to National for Newsletters

WEBSITE

Mission:

Support the overall goals and objectives of the Chapter and other committees by providing creative solutions to communicate information to chapter members, sponsors, and the healthcare finance community.

Goals:

- Maintain the chapter's websites (tnhfma.org, thefallinstitute.org, and thespringinstitute.org).
- Facilitate e-mail communications between chapter leadership and members.
- Manage forms for collecting data, including payments, from chapter members, sponsors, and event attendees.

Objectives:

- Provide officers and committee chairs with reports related to website traffic and e-mail readership.
- Work with the [Member Services Committee](#) to maintain the chapter member database.
- Work with the [Communications Committee](#) on the quarterly newsletter, The Volunteer eVoice, to properly format articles for the web, prepare e-book editions, send e-mail notifications, and ensure everything is completed timely.
- Work with the [Sponsorship Committee](#) to process annual sponsorship enrollment, update information on the website, send communications, prepare sponsor logos for the website, design/update annual web plaque, and manage sponsor banner ads.
- Work with the [Programs and Education Committee](#) to promote and register healthcare professionals for various programs and events throughout the year.

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- Work with the [Certification Committee](#) to promote the advantages of the CHFP and CPAR designations. Additionally, assist with the registration and administration of the CPAR exam.
- Work with the [Scholarship Committee](#) to promote the *Gloria Adams Memorial Scholarship* including fund raising and student applications

Member Services

Objective:

Pursue an active plan of recruitment for prospective members and encourage continued membership of current members by assimilating them into the TNHFMA.

Responsibilities:

- Actively monitor membership fluctuation throughout the HFMA year and report to the TNHFMA Board.
- Conducting recruitment and retention programs.
- Welcoming and assimilating each new member into the TNHFMA.
- Cooperating with other TNHFMA Committees as necessary to further the mission of the TNHFMA and provide service to the membership.
- Partnering with the Communications Committee in the preparation, review and publication of the TNHFMA Membership Directory.

SPONSORSHIP

Goals:

The primary responsibility of this Committee is to coordinate all events related to the solicitation and receipt of funds from Corporate Sponsors. This includes but is not limited to annual corporate sponsorship program, coordinating all activities around sponsorship/exhibitors for chapter sponsored institutes, fundraisers and other chapter sponsor related events and needs.

Objectives:

- Review the Corporate Sponsorship guidelines and levels of giving. Review Chapter Sponsorship levels, costs, benefits and submit any recommended changes to Chapter Board for approval.
- Set a budget for Sponsorship revenue.
- Develop new Corporate Sponsorship website page by March 31st for the next chapter year.
- Develop a list of potential Corporate Sponsors.
- Begin contacting all current Corporate Sponsors to renew their sponsorship by March 1st for the next Chapter fiscal year.
- Maintain a record of contacts and responses.
- Follow up as needed to receive responses.
- Require all Corporate Sponsors to have their dues paid by May 31st for the next Chapter year.
- Send name and email address to the Website committee to keep the sponsorship information current on the TNHFMA website.
- Send all checks to the Chapter Treasurer on a timely basis.
- Send exhibitor form to sponsors who are eligible to display at Institutes



SCHOLARSHIP

Objective:

Develop, coordinate and administer the Gloria Adams Scholarship fund.

Responsibilities:

Administer scholarship program, as approved by the Board. Review applications for scholarships and distribute funds, as appropriate. Coordinate with Chapter Treasurer to ensure optimum return on deposited funds