

HFMA Regional Executive Position Description & Competencies

Term of Office: Three years

Role

The Regional Executive is a key volunteer leadership position that exists to:

- Serve as the primary volunteer leader between volunteers at the local level and the Association
- Assist chapter leaders in serving members
- Promote and lead change efforts to drive HFMA's strategies
- Foster dialogue and communication at all levels of HFMA
- Represent the needs and interests of chapter leaders at the Regional Executive Council and to the HFMA National Board and staff
- Work to create a seamless system of service
- Encourage chapters to collaborate and help other chapters

The term is for three years starting as incoming Regional Executive-elect, incoming Regional Executive, and Regional Executive. It is critical that all three roles within the region work to establish effective communication, collaboration, and coordination to assist chapter leaders in serving member needs.

Qualifications and Competencies

The successful Regional Executive must be able to:

- View issues from multiple perspectives in order to meet the needs of the HFMA member
- Understand and support the strategies set by the National Board to meet member needs
- Communicate the opportunities and challenges in executing those strategies at the chapter level
- Assess past performance and recommend ways to support continued good performance or identify areas for improvement
- Think strategically, build relationships and consensus among chapter leaders, encourage collaboration across chapters
- Strong listening and communication skills
- Experience facilitating meetings and building teams
- Good time management skills
- Experience leading change management efforts is highly desired
- Previous service as chapter president
- HFMA/CHFP certification preferred

Responsibilities

Regional Executive	Regional Executive II	Regional Executive III
Regional Executive Council: set policy and goals related to the Chapter Balanced Scorecard, Davis Chapter Management System, and Founders Merit Award Program.		
<ul style="list-style-type: none"> • Attend Council meetings as the voting member for the region • Mentor Regional Executive II and III 	<ul style="list-style-type: none"> • Attend in-person meetings as allowed by Regional Operating Agreement (ROA) or national policy (see meeting attendance below) • Attend teleconference calls of the REC • Mentor Regional Executive III 	<ul style="list-style-type: none"> • Attend in-person meetings as allowed by ROA or national policy (see meeting attendance below) • Attend teleconference calls of the REC

Regional Operating Agreement: conduct yearly review of regional operating agreements to ensure they are adhered to and updated.		
<ul style="list-style-type: none"> Lead discussion at Fall Presidents Meeting to approve ROA 	<ul style="list-style-type: none"> Gather input from chapter leaders prior to Fall President's Meeting 	
Regional Executive Nomination Process: solicit nominations, review qualifications, interview prospective RE's and carry out election process		
<ul style="list-style-type: none"> Solicit nominations Interview candidates for RE III Facilitate discussion and election of incoming RE III during LTC Regional Planning Time 	<ul style="list-style-type: none"> Solicit nominations Interview candidates for RE III 	<ul style="list-style-type: none"> Solicit nominations Review qualifications of applicants Coordinate interviews with RE and RE II prior to LTC
Chapters: Serve as primary liaison between chapter leaders and the Association		
<ul style="list-style-type: none"> Lead at least quarterly conference calls with chapter presidents and presidents-elect Work with RE II to coordinate travel to chapter meetings per ROA As necessary, work with chapter leaders if a Chapter Advancement Plan is needed 	<ul style="list-style-type: none"> Develop agenda for quarterly conference calls with chapter presidents and presidents-elect Work with RE to coordinate travel to chapter meetings per ROA Monitor CBSC progress for the region 	<ul style="list-style-type: none"> Coordinate the scheduling of quarterly conference calls with RE's and chapter presidents and presidents-elect Where possible, attend chapter meetings with the RE and RE II per ROA

Meetings

Regional Executives II and III should review RE Council meeting agendas and provide input/feedback to the Regional Executive prior to meetings. This is of particular importance for the November Council meeting where the Chapter Balanced Scorecard will be discussed and set for the following year. Ideally, the three Regional Executives should hold a conference call prior to the in-person meetings to discuss agendas and provide input.

Attendance at any meetings noted as "Highly Recommended" will need to be paid for by chapter or regional treasuries.

Regional Executive	Regional Executive II ⁽¹⁾	Regional Executive III
Annual National Institute (ANI) Meeting		
<ul style="list-style-type: none"> Attend RE Council meeting Attend Chapter Awards Dinner 	<ul style="list-style-type: none"> Highly Recommended – Attend RE Council meeting 	<ul style="list-style-type: none"> Highly Recommended – Attend RE Council meeting
Fall Presidents Meeting		
<ul style="list-style-type: none"> Coordinate calls with chapter leaders and Year 2, 3 RE's prior to FPM to identify regional agenda items. Lead the FPM 	<ul style="list-style-type: none"> Circulate ROA to chapter leaders to review prior to FPM. Take notes at FPM 	<ul style="list-style-type: none"> Coordinate dinners and outings for FPM
Regional Executive Council Meeting – November ⁽²⁾		
<ul style="list-style-type: none"> Attend RE Council meeting 	<ul style="list-style-type: none"> Highly Recommended – Attend RE Council meeting 	<ul style="list-style-type: none"> Highly Recommended – Attend RE Council meeting

Leadership Training Conference – April		
<ul style="list-style-type: none"> Attend Regional Executive Council meeting. 	<ul style="list-style-type: none"> Attend Regional Executive orientation Attend RE Council Meeting Lead Regional Planning time Attend LTC training to connect with incoming chapter presidents 	<ul style="list-style-type: none"> Highly Recommended - Attend Regional Executive orientation Attend RE Council Meeting Attend Regional Planning time Attend LTC training to connect with incoming chapter presidents-elect
Regional Executive Council Conference Calls		
<ul style="list-style-type: none"> Attend meetings 	<ul style="list-style-type: none"> Attend meetings 	<ul style="list-style-type: none"> Attend meetings

- (1) It is expected that the Regional Executive will attend all meetings. In the event the Regional Executive is unable to attend, the Regional Executive may appoint that region's Regional Executive II to serve as his/her voting delegate to the Council meeting. The Regional Executive must inform the Regional Executive Council Chair he/she is sending a delegate to the Council meeting.
- (2) It is recommended that during the November meeting when the CBSC is developed, the Regional Executive and the Regional Executive II work together to identify their regional recommendations and that the Council ask for a regional vote vs. a Regional Executive vote on the scorecard.

Selection Process

- Individuals interested in becoming a Regional Executive are required to apply for the position and document experience that demonstrates necessary qualifications and competencies.
- The Regional Executive III will solicit nominations by contacting chapter leaders.
- The Regional Executive and Regional Executive II will interview qualified individuals and make recommendations to chapter presidents-elect at LTC. Regions may choose to have additional interviews performed by other chapter/regional volunteer leaders.
- Regional Executives are elected by chapter presidents-elect during the LTC held in the year prior to their term of office as Regional Executive III.
- Chapters may only have one member serve at a time in one of the three roles to ensure equitable distribution across the chapters.

Approved: Board of Directors, November 14, 2016