

***HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION  
NEW JERSEY CHAPTER***

**Policy: B02**  
**Title: Chapter Member Recognition Program**

**Date Approved by the Board of Directors: January 13, 2009**

**Most Recent Revision: February 20, 2006**

**Last Reviewed:**

**Effective Date: February 20, 2006**

**Title: Chapter Member Recognition Program**

**Policy:** The Chapter will recognize, in various ways, the efforts of its Committee Chairs, Co-Chairs and general members.

**Purpose:** The intent of this policy is to identify the ways and criteria by which the Board will recognize the efforts of Chapter members.

**Procedures:** The categories and criteria of awards are as follows:

**New Member:**

- Effective 5/1 – 4/30 of each year to agree with the DCM chapter year
- Greetings from the Chapter President welcoming them to the Chapter and mentioning dates of upcoming meetings along with a new member package emailed by the Membership Committee.
- Publish names in the latest issue of the *FOCUS*.
- Submit to each new member a questionnaire by email. Returned responses to be presented in the *FOCUS*.

**Committee Chairs:**

- Attendance at the annual NJ Chapter Leadership Conference.
- Coordinated HFMA apparel presented at the NJ Chapter Leadership Conference.
- Chairs of any committee but primarily the Education, Membership or Publications may be invited by the President Elect to the National HFMA Leadership Training Conference (LTC).
- Different colored badge or ribbon on badge at all meetings and events noting “Committee Chair”.

### **National Award Winners:**

- Copy of the National Award presented to the NJ Chapter President at the ANI will be presented to the awardees at the New Jersey Institute.
- Publish award winners and pictures in *FOCUS*.
- For those individuals that are planning to go to the ANI, they will be invited to the awards dinner to receive their award.

### **Founder and Medal of Honor Award Recipients:**

- Plaque Presented at the New Jersey Institute.
- Publish in the *FOCUS*.

### **Certified Members:**

- Name badge ribbons at all meetings and events noting “CHFP” or “FHFMA”.
- Reduced registration (25% discount) rate at all Chapter functions except all golf outings, New Jersey Institute and social events.
- Member Certification Certificates will be presented at quarterly meetings
- Presentation of Certification pins at the New Jersey Institute.
- Publish in the *FOCUS*.

### **Board Members:**

- Attendance at the annual NJ Chapter Leadership Conference.
- Coordinated HFMA apparel presented at the NJ Chapter Leadership Conference.
- Colored badge at all meetings and events

### **Members in a Non-Leadership Position:**

- Recognize members who have gone “beyond the call of duty”.
- Recommended by Committee Chairs decided by the Officers and approved by the full board..
- Maximum of three awards.
- Recognize their accomplishment with a Certificate of Appreciation and a \$50 gift certificate at the New Jersey Institute.
- Criteria for recognizing these individuals are noted on Attachment A.
- Creates positive reward/experience for individuals who work behind the scenes in creating a successful organization.
- Publish in the *FOCUS*.

### **Annual President’s Award:**

- Chapter Leader that provides exceptional service to the Chapter.

- Recommended by President.
- Admission to the NJ Annual Institute including free registration and room for two nights.
- Award presented at the New Jersey Institute.
- Publish in FOCUS.

**Scholarship Program:**

- Members can apply for the scholarship program based on eligibility rules noted on attachment B.

## ATTACHMENT A

### *RECOGNITION OF MEMBERS IN A NON-LEADERSHIP POSITION*

#### **The following criteria shall be used to select candidates for recognition:**

- Must be a member in good standing.
- Must not currently be a Committee Chair, Board Member or Associate Board Member (non leadership position)
- Regularly attends Chapter Committee Meetings.
- Have distinguished themselves by contributing to committees by exceeding expectations and going above the call of duty.
- Has demonstrated team spirit by working in collaboration with other committee members in meeting Committee objectives.
- Has successfully completed assigned projects and committee objectives in a timely and exceptional manner.

#### **Procedure:**

- The Committee Chair(s)/Vice Chairs can choose up to two members on their committee each year which have met the criteria described above.
- The Committee Chair(s)/Vice Chairs will write a short narrative, not more than 1-2 paragraphs, on how they felt the member has met the above criteria.
- The narratives will be reviewed by the Officers and presented to the Board of Directors for approval.

## **ATTACHMENT B**

### ***CHAPTER SCHOLARSHIP CRITERIA***

Any NJ HFMA member, spouse or dependent may be eligible for the scholarship if you meet the following criteria:

- Member, in good standing, of the New Jersey Chapter for the last two years.
- Spouse or dependent of a member, in good standing, of the New Jersey Chapter, for the last two years. Board members and their families are excluded.
- Enrolled in an accredited college, university, nursing school or other allied health professional school.

Preference will be given to applicants pursuing degrees in finance, accounting, healthcare administration or a healthcare related field of study. Tuition not paid by an employer or other scholarship will qualify for the HFMA scholarship.

***We make our selection based on merit, academic achievement, civic and professional activities, course of study and content of your application and essay. We do not use income in our selection process***