

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

**Policy: E04**  
**Title: Meeting Agenda Format**

**Date Approved by the Board of Directors: September 9, 2008**

**Last Reviewed:**

**Most Recent Revision:**

**Effective Date: September 9, 2008**

**Policy:** NJHFMA Committee and Forum Chairpersons will prepare meeting agendas for all regularly scheduled meetings using a standardized format.

**Purpose:** The use of an approved standardized format allows committee members and others to easily recognize the work that is planned for the scheduled meeting as well as provides a framework for any educational programs which may be presented during the meeting. Planned educational programs presented during Committee and Forum meetings may later be considered for inclusion in the Chapter's DCMS educational hours reporting.

**Procedure:** Committee Chairpersons will use the attached template when preparing agendas for regularly scheduled Committee and/or Forum meetings.



**[FORUM/COMMITTEE NAME]**

*Agenda*

**[Meeting Date]**

*Location: [ ]*

**Conference Call Information:**

**Toll Free: [ ]**

**Passcode: [ ]**

- |   |            |
|---|------------|
| 1. Meeting Called to Order              | XX Minutes |
| 2. Attendance                           | XX Minutes |
| 3. Approval of Minutes                  | XX Minutes |
| 4. Board/Committee Liaison Reports      | XX Minutes |
| 5. Subcommittee Reports                 | XX Minutes |
| 6. Old Business                         | XX Minutes |
| 7. New Business                         | XX Minutes |
| 8. Speaker/Roundtable Discussion Topics | XX Minutes |
| Speaker Name                            |            |
| Topic                                   |            |
| Timeframe:                              |            |
| Learning Objectives:                    |            |
| 9. Open Discussion/Announcements        |            |
| 10. Adjournment                         |            |