

**HFMA NJ Chapter
Procedure for Updating Website**

Chapter Committee Minutes

1. Committee chairperson is responsible for recording minutes for each meeting.
2. Committee members are copied on minutes to make any necessary corrections
3. Minutes are then forwarded to Board liaison via email for approval.
4. Board liaison notifies Committee Chair and both must approve minutes prior to update to website.
5. Committee Chair then forwards minutes to HFMA NJ Secretary for timely update to HFMA NJ Chapter website.
6. After the current minutes are posted on website, the previous meetings' minutes are archived by the HFMA NJ Secretary.
7. The HFMA NJ Secretary will notify Webmaster to wipe out all meeting minutes on a quarterly basis.