

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

Policy: E03
Title: Institute Committee

Date Approved by the Board of Directors: 11/10/2009

Most Recent Revision: 12/08/2009

Effective Date: 12/08/2009

Policy: The Board wishes to ensure that the NJ Chapter's Annual Institute is consistently successful in every aspect.

Purpose: The purpose of this policy is to define certain parameters and identify standards which will assist to meet the expectation of a successful event

Procedures:

CO-CHAIRS

- Current Chairs will seek volunteers from the committee and make recommendations to the incoming Chapter President-Elect no later than May of each calendar year.
- Co-Chairs will be selected at least 16 months prior to the date of the event
- At least one Co-Chair must be a current member or prior member of the Institute Committee.

LOCATION OF EVENT/DATES

- The President-Elect is responsible for evaluating potential sites for the event for his/her Chapter year as President. Items to be considered include location, accommodations, cost, etc.
- The President-Elect is responsible for making the final selection of dates for the event. The Committee will investigate potential conflicting dates with large organizations (local or national) that may have an impact on attendance such as HFMA National, AAHAM, NJHA, etc. In addition, the committee will investigate conflicts with significant holidays which could impact event attendance.
- The President-Elect shall present his/her selection to the Board prior to executing a binding contract

ACCOMODATIONS

Room comps and allowances are authorized as follows and shall be decided upon by the Co-Chairs with the consent of the President:

- Chapter President will have upgraded room (suite) comped
- Co-Chairs will have upgraded rooms comped
- All other room comps shall be allocated to the speakers, then to Chapter guests (if applicable) in order to reduce the costs to the Chapter
- President's Award winners shall have two hotel nights paid by the Chapter consistent with policy B02
- Speakers may have one night paid by the Chapter if room comps are not available
- Personal items ordered through the hotel by those receiving room comps will not be paid for by the Chapter (dry-cleaning, telephone calls, tips, room service, etc.)

REGISTRATIONS

- President's Award winners shall have their registration fees waived consistent with policy B02
- Speakers shall have their registration fees waived
- Non-members will be required to pay a premium registration fee
- Substitutions within the same organization are allowable

SPONSORS AND VENDORS

- Sponsors and vendors shall be entitled to free registrations based on the specific level of sponsorship provided
- There will be no refunds on sponsorships or vendor booths once the payment is received by the Chapter
- Payment of sponsorships is due within 4 weeks of receipt of a commitment letter, otherwise the sponsor level may be offered to another willing vendor/sponsor
- The incoming Committee Co-Chairs will send thank you letters and an event survey to the sponsors and vendors within two weeks after the event

EXPENSES






- The Chapter President is responsible for approving payment of expenses related to the event. Per Chapter policy B03, Co-Chairs do not have the authority to sign contracts on behalf of the Chapter.
- The Committee Co-Chairs are responsible for submitting an event budget to the Board for approval no later than February of the year of the event
- Registration cancellations will only be refunded if received at least 72 hours prior to the event

- All costs in excess of \$1,000 must go out to bid to a minimum of 2 vendors. Providing bids are of equal quality, the Co-Chairs will award the job to the lowest cost vendor.
- The Event Planner's contract shall be reviewed at a minimum of every two to three years with an RFP issued if necessary
- As determined by the committee Co-Chairs or as contractually obligated, the Chapter may reimburse reasonable travel expenses for speakers

EVENT PLANNING

- The Annual Institute shall provide various opportunities for member education and networking
- The NJ HFMA is committed to providing community benefit and may provide a fund-raising opportunity for a charitable organization selected by the incoming President
- Co-chairs shall use the Annual Institute Planning Guide (Attachment A) as a template for the planning of the event. The planning guide may be amended annually as needed.
- Within two (2) months of the completion of the event, the Committee Co-Chairs will meet with the Institute Committee to "debrief" the Committee on the event.
- Within two (2) months of the completion of the event, the Committee Co-Chairs will attend a Board meeting for the purpose of providing a summary of the event to the Board, including a profit and loss statement (even if not final). The Chapter Treasurer will assist in preparing the P&L.

Attachment A
Annual Institute Planning Guide

	 Speaker Evaluation Form Template.doc
	 Annual Institute Sign-in Template.doc
	 Room Monitor Task List Template.doc
	 Annual Institute CPE Certificate Template.doc
	 NJHFMA Annual Institute Programming