

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

**Policy:**        **A07**  
**Title:**        **Inclement Weather Policy**

**Date Approved by the Board of Directors: August 12, 2008**  
**Last Reviewed: July 1, 2008**  
**Most Recent Revision: July 1, 2008**  
**Effective Date: August 12, 2008**

**Policy:**        A decision as to whether or not to hold a Chapter sponsored event in inclement weather is to be made no later than 2 hours prior to the beginning of registration for the event with subsequent notice to all Chapter members being made available on the Chapter website and the Chapter Hotline (1-888-NJC-HFMA).

**Purpose:**        This procedure is intended to allow for adequate notice of the cancellation or start delay of any Chapter event to all members.

**Procedure:**    The Committee Chair responsible for the event is to contact the Chapter Administrator for the emergency contact phone numbers for the Officers two and one-half hours prior to the start time of registration for the event. The Committee Chair should contact the President and President-Elect first and continue through the list until 2 Officers are contacted. These three individuals are responsible for making the decision as to whether or not the event should proceed.

Once the decision is made to cancel or delay the start of an event, it is the President's responsibility, or the most senior officer that was involved in the decision making process, to notify the Chapter Administrator of the decision. The Chapter Administrator will change the recording on the Chapter Hotline and the website to reflect the decision regarding cancellation of the event and any rain date if applicable.

All event flyers will contain the Chapter Hotline number and a sentence that reads: "In the event of questionable weather or other emergency affecting a significant number of members, please call 1-888-NJC-HFMA or check the Chapter website no earlier than two hours prior to the start of registration for the event to confirm status of event".