

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

Policy: B02
Title: Chapter Member Recognition Program

Date Approved by the Board of Directors: March 12, 2013

Most Recent Revision: February 7, 2017

Last Reviewed: February 2017

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. Recognition awards are intended to reflect and be consistent with the individual's achievement while maintaining balance with the financial resources of the Chapter.

Procedures: The categories and criteria of awards are as indicated below. Certain award categories denoted with an asterisk (*) are subject to criteria established by the National HFMA organization which will be adhered to in the Chapter's selection of recipients of such awards.

New Member:

- Effective 5/1 – 4/30 of each year to agree with the DCM chapter year
- Greetings from the Chapter President (or Chair of the Membership Committee if designated by the President) welcoming them to the Chapter and mentioning dates of upcoming meetings along with a new member package emailed by the Membership Committee or Chapter President.
- Publish names in the latest issue of the *FOCUS*.

Committee Chairs:

- Attendance at the annual NJ Chapter Leadership Conference.
- Coordinated HFMA apparel or other item presented at the NJ Chapter Leadership Conference.
- Chairs of any committee, but primarily the Education, Membership and/or Publications Committees, may be invited by the President Elect to the National HFMA Leadership Training Conference (LTC).
- Different colored badge or ribbon for badge available 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.
- Publish award winners and pictures in *FOCUS*.
- Award recipients that are planning to go to National ANI will be invited to the awards dinner.

Medal of Honor Award Recipients*:

- Presentation of Recognition Award at the New Jersey Institute or Chapter Awards Event
- Complimentary Full Registration to NJ Annual Institute
- Chapter paid two night Hotel Stay at the NJ Annual Institute
- Publish award winners in the *FOCUS*.

Founders Point Bronze, Silver, and Gold Award Recipients*:

Gold:

- Presentation of Recognition Award at the New Jersey Institute or Chapter Awards Event
- Complimentary Day Pass to NJ Annual Institute
- Publish award winners in the *FOCUS*.

Silver:

- Presentation of Recognition Award at the New Jersey Institute or Chapter Awards Event
- Publish award winners in the *FOCUS*.

Bronze:

- Presentation of Recognition Award at the New Jersey Institute or Chapter Awards Event
- Publish award winners in the *FOCUS*.

Winning Yerger Writers or Significant Contributors:

- Presentation of Recognition Award at the New Jersey Institute or Chapter Awards Event
- Complimentary Day Pass to NJ Annual Institute
- Publish award winners in the *FOCUS*.

Certified Members:

- Name badge ribbons available 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.
- Presentation of Certification pins at the New Jersey Institute or Chapter Awards Event.
- Publish award winners in the *FOCUS*.

Board Members:

- Attendance at the annual NJ Chapter Leadership Conference.
- Coordinated HFMA apparel or other item presented at the NJ Chapter Leadership Conference.
- Complimentary registration to all HFMA Education Sessions excluding the NJ Institute (Board Members are encouraged to attend educational sessions and be visible to the membership).
- Colored badge available at all meetings and events

Advisory Council Board Members

- Attendance at the annual NJ Chapter Leadership Conference.
- Coordinated HFMA apparel or other item presented at the NJ Chapter Leadership Conference.
- Complimentary registration to all HFMA Education Sessions excluding the NJ Annual Institute
- Colored badge available at all meetings and events

Past Advisory Council Board Members (Past Presidents)

- Complimentary registration to HFMA Education Sessions, excluding the NJ Annual Institute, held on a quarterly basis (if the Chapter holds such sessions more than quarterly throughout the year the complimentary registration is limited to four events per Chapter fiscal year).

Founders Point Platinum Award

[This is a NJ Chapter specific award in recognition of members who have volunteered and served the Chapter and HFMA for an extended period and were awarded over 200 Founders points.]

- Presentation of Recognition Award at the New Jersey Institute or Chapter Awards Event
- Complimentary Day Pass to NJ Annual Institute awarded in the year that the 200 Founders points level is exceeded
- Publish award winners in the *FOCUS*

Members in a Non-Leadership Position (titled each year based on the annual HFMA theme):

- Complimentary Day Pass to NJ Annual Institute
- Accomplishments recognized with a Certificate of Appreciation and a \$50 gift certificate at the New Jersey Institute or Chapter Awards Event.
- Criteria for recognizing these individuals are noted on Attachment A.
- Publish award winners in the *FOCUS*.

Annual President's Award:

- Chapter Leader that provides exceptional service to the Chapter.
- Recommended by President.
- Limited to two (2) recipients per year
- Complimentary Full Registration to NJ Annual Institute
- Chapter paid two nights hotel stay at the NJ Annual Institute
- Award presented at the New Jersey Institute or Chapter Awards Event.
- Publish award winners in *FOCUS*.

Scholarship Program:

- Members may apply for the scholarship program based on eligibility rules noted on attachment B.
- The funds allotted for scholarships will be approved annually by the Board of Directors of the Chapter.

General provisions:

Members receiving multiple awards that include complimentary registration for the Annual Institute will have the option of gifting the benefit to another person or using the benefit in the next 2 subsequent years.

ATTACHMENT A

RECOGNITION OF MEMBERS IN A NON-LEADERSHIP POSITION

Objectives of the Award:

- Recognize members who have gone “beyond the call of duty”.
- Create a positive reward/experience for individuals who work behind the scenes in creating a successful organization.

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
- Maximum of three award recipients in a given year.

Procedure:

- The Committee Chair(s)/Vice Chairs nominate members from their committee each year which have met the criteria described above.

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 the application and essay. We do not use income in our selection process. Annual award amounts are subject to change and are not communicated in advance.