

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

**Policy: B07**  
**Title: Selection of Associate Board Member**

**Date Approved by the Board of Directors: February 10, 2009**

**Last Reviewed: April 11, 2017**

**Most Recent Revision:**

**Effective Date: February 10, 2009**

**Policy:** The NJ Chapter wishes to have two (2) or more non-voting, Associate Board members participate on the Board of Directors. These Associate Board members will serve single two (2) year terms.

**Purpose:** By maintaining the positions of Associate Board member, the Chapter would have the ability to engage newer members into HFMA. The Associate Board Member will provide project and/or programmatic assistance to board members and the Chapter President as needed. It is expected that the recognition of the value of HFMA would last throughout that person's career in healthcare. Future leaders would be created through this role.

**Procedure:** The Membership Committee will solicit applications and resumes for the position of Associate Board member through FOCUS and website advertising, and/or member referral.

Each application/resume will be reviewed by the members of the Nominating Committee, comparing the resumes submitted to the following established criteria:

- Current member of the NJ Chapter of HFMA
- Membership in HFMA 5 Years or Less
- Referral from a Senior Administrator
- Willingness/ability to attend the majority of Board Meetings
- Willingness to Participate in a New Jersey Chapter Committee

The Nominating Committee will present their selection to the full board for final approval.