

# Council I - Chapter Operations

The Chapter Operations Council is responsible for the administrative functioning of the Chapter. The Council focuses on quality and the improvement of Chapter management and services to increase member satisfaction, while contributing to the growth of the Chapter's human and financial resources. This requires a close working relationship with Council III.

Council I is responsible for:

- Suggesting dates and locations for meetings and workshops to the Facilities Chair.
- Coordinating with facilities for meeting/workshop accommodations.
- Coordinating the registration table at the meeting/workshops.
- Coordinating social and networking events in conjunction with meetings and workshops.
- Coordinating the availability of a hospitality suite at each quarterly meeting and appointing a member to be responsible for the hospitality suite at each quarterly meeting.
- Coordinating networking, educational and other collaborative efforts between HFMA chapters and other professional organizations, to include National HFMA.
- Preparing speaker evaluation forms and compiling results.
- Coordinating the annual vendor fair.
- Recruiting corporate sponsors and providing recognition for the sponsorship. The Sponsor Chair will maintain records of sponsorship.
- Maintaining and updating the Chapter Operations Manual.
- Reviewing the Chapter Bylaws and making recommendations to the Board for any changes, additions, or deletions.
- Systematically developing a review process and improvement plan for chapter operations.
- Effective communication between LCC meetings in order to complete council business.
- Establishing sub-councils for the following activities: Corporate Sponsor Program, Chapter Operations Manual, Networking/Social Events, Chapter Operations Manual.