

GUIDELINES FOR COMMITTEE CHAIRS

1. Establish any necessary objectives in addition to those outlined in your committee job description, if necessary.
2. Devise budget for committee activities or supplies.
3. Hold committee meetings as warranted. Chairs are responsible for directing, over seeing and motivating their committee in order to meet the outlined objectives.
4. Committee Chairs are expected to attend at least 50% of the monthly meeting and Executive Board meetings as directed. Obviously, situations arise both personally and professionally that may prevent 100% attendance.
5. If you are unable to fulfill your duties as a Committee Chair, please advise the President as soon as possible so that a replacement may be found.
6. Report to the Executive Board all activity, budget proposals, and any requests, either in writhing or in person at a Board meeting, on a quarterly basis at the very least.
7. All activity by a committee must meet with Executive Board approval.

Committee Chair

Date

CMSA St. Louis President

Date

NOMINATING COMMITTEE

Committee Chair:

Members:

OBJECTIVES

1. Attend 50% of monthly chapter meetings.
2. Attend board meetings as directed; meetings are held monthly and as needed to meet the objectives.
3. Elections are held every year at the completion of the officer's term and/or when an office/chairperson resigns from any elected office or chairperson position.
4. Will assess/network on an ongoing basis with the membership to identify potential candidates for elected office and/or chairperson positions and develop list.
5. From this list, establish members "in good standing" from CMSS guidelines.
6. Once standing is established, formulate ballot with bio of each candidate.
7. Ballots to be mailed in October of the given election year with a deadline for return stated, ballot will include return envelope and fax number. Include job descriptions of each office with nomination ballot.
8. Tally of votes one week after deadline.
9. Announcement of new officers each year in January.

**CASE MANAGER OF THE YEAR CASE MANAGER
APPRECIATION DAY COMMITTEE**

Committee Chair:

Members:

Responsibilities:

OBJECTIVES

1. Chair reports to President.
2. Coordinate activities for Case Manager Appreciation Day to take place in October.
3. Solicit nominations from the membership for Case manager of the Year and Rising Star Awards.
4. Committee members to review and consider all nominations and their content. The committee will judge and award the distinction of Case Manager of the Year and Rising Star Award.
5. Devise budget for Case Manager Appreciation Day activities and submit to the Finance Committee.
6. Solicit sponsors to cover cost of activities.
7. Report to the President, either in writing or in person at a scheduled Board meeting, all activities of the committee on a quarterly basis.
8. Coordinate CMAD monthly meetings as needed to meet objectives.

FINANCE COMMITTEE

Committee Chair:

Co-Chair:

Members:

Responsibilities:

OBJECTIVES

1. Chair with the assistance of a co-chair (Treasurer).
2. Members will attend 50% of monthly chapter meetings.
3. Chair will attend Board meetings as directed. Meetings will be announced ahead of time and are typically in the evening hours.
4. Develop and oversee annual budget.
5. Review proposed projects for financial feasibility.
6. Report to the Treasurer, either in writing or in person of any issues related to CMSS' Finances.
7. Develops financial policy and procedures.
8. Assist with yearly tax accounting as directed by the Treasurer/Chair.
9. Coordinates Yearly Fund Raising/Sponsorship drive.
10. Coordinate monthly meetings as needed to meet objectives.

CONFERENCE/REVIEW COURSE COMMITTEE

Committee Chair:

Members:

Responsibilities:

OBJECTIVES

1. Chair will attend 50% of monthly meetings and board meetings as directed.
2. Members will attend 50% of monthly meetings.
3. Answer questions and requests conference information.
4. Meetings will be announced ahead of time and are typically in the evening hours.
5. Assist in preparation for the Annual Conference and/or CCM Exam (currently on hold).
6. Develop course content.
7. Recruit speakers and obtain CEU credits.
8. Solicit sponsors to subsidize cost of Conference working with Finance Committee, space, brochures, communications, refreshments and /or meals, speaker subsidies, If required and course materials.
9. Evaluate course.
10. Chair will determine how often committee will have planning meetings.
11. Chair will report to President.

MEMBERSHIP COMMITTEE

Committee Chair:

Member:

Responsibilities:

OBJECTIVES

1. Chair attends 50% of monthly chapter meetings; keep attendance, answer questions and requests for information (arrive at meeting ½ hour early).
2. Chair will attend board meetings as directed. If a committee Chair(s) is unable to attend, please email any important updates or issues to the President.
3. You will receive a monthly membership update via email in Excel or Snapshot Viewer format.
4. Collect meeting fees for non-members, Keep accounting of petty cash, and submit to Treasurer for deposit.
5. Order supplies as needed with approval from the Board and appropriate documentation of expenditures or proposed expenditures.
6. Provide information on other activities for education in the area (handouts). Work with the Communications Committee to obtain CMSA related handouts and marketing materials from National.
7. List names of attendees, before 12 noon on the Tuesday before the scheduled monthly meeting.
8. Change Voice Mail Box message after each scheduled meeting with information about the topic and meeting location for the following month.
9. Maintain relationship with a professional cost-effective caterer.
10. Send letter to all expiring members to welcome them back to the organization.

11. Provide welcome packets to new members. The Communications Committee will provide the packets.
12. Assign 2 members to market to the medical/CM community

To access voice mail messages: Dial (314) 963-4634
Press "0" during the greeting
Press "3333"

The webmaster will be notified of whom to direct the website RSVP's to via email. Whoever is chosen to maintain the web RSVP list must have an email address.

COMMUNICATION COMMITTEE

Committee Chair:

Members:

Responsibilities:

OBJECTIVES:

1. Chair attends 50% of monthly chapter meetings; keep attendance, answer questions, and requests for information and Attend board meetings as directed. If a committee Chair(s) is unable to attend , please email any important updates or issues to the Secretary
2. Submit budget marketing materials to Finance Committee.
3. Order marketing supplies as needed from CMSA National and provide appropriate documentation of expenditures or proposed expenditures.
4. Provide information on other activities for education in the area (handouts). Work with the Membership Committee to develop/obtain CMSS related handouts and marketing materials.
5. Assign 1 member to maintain CMSS Website.
6. Develop welcome packets for new members. The Membership Committee will provide the packets to new members.
7. Maintain sponsorship marketing materials.

LEGISLATIVE COMMITTEE

Committee Chair:

Members:

Responsibilities:

OBJECTIVES

1. Attend 50% of monthly chapter meetings.
2. Chair will attend meetings as directed.
3. Keep apprised of any legislative events, data, publications through networking and research (committee member to assist with data gathering).
4. Communicate legislative updates to members via monthly meetings or inclusion in CMSS Website.
5. Report to the Board at each Board meeting any current legislative events, information, or special needs as expressed by membership.
6. Obtain feedback from membership yearly to assess their legislative learning needs and provide this information back to the Board for program/event/seminar development.
7. Facilitate/promote at least one educational program/event/seminar per year that has a legislative theme based on membership survey results (committee member to assist with program development as requested by Chairperson).
8. Coordinate monthly meetings as needed to meet objectives.