

**Policy Manual**

<b>Policy Title:</b>	Chapter Leadership Development	<b>Adopted Date:</b>	04/24/19
<b>Policy Category:</b>	Succession Plan	<b>Review Date:</b>	04/24/2019
<b>Policy Number:</b>		<b>Amended Date:</b>	

**Purpose:** To outline the process of identifying and developing members for preparation to assume leadership roles as they come available.

**Policy:** The Tennessee Chapter is committed to making leadership positions available to its members. The succession plan depends on the preparation of chairs and co-chairs for future board positions.

**Procedure:** In order to be eligible for a board position, the following prerequisites are recommended so that chapter leaders are successful.

<b>Board Position</b>	<b>Prerequisites</b>
Chairman of the Board	Immediate Past President
Chapter President	President-Elect
President-Elect (Officer)	An existing Vice President having served as a Director or as an officer for 3 years
Vice President (Officer)	Served as a director or an officer for 2 years
Secretary (Officer)	Active member of the Chapter
Treasurer (Officer)	Active member of the Chapter (financial background pref.)
Committee Chair (Director)	Served on a Committee for at least 1 year

**President-Elect-Elect**

Each year, an existing Vice President of the Board will be designated as the President Elect-Elect. This is a designation only, not a separate Board position. This designation allows the Chapter to plan one year in advance as to who the intended President-Elect will be. The President-Elect-Elect will be automatically recommended to the Nominating Committee as the Present Elect the following year, and barring any unforeseen circumstances, the Nominating Committee will recommend the President-Elect-Elect as the President-Elect

nominee for the following year.

If for some reason the Vice-President designated as the President-Elect-Elect, vacate that position during the year or decides not to continue on the track to President, the nominating committee will recommend a new President-Elect-Elect from the existing Vice-Presidents.

### **Strategies**

The following strategies will be followed as best practices:

1. Committee Chairs (Directors) should remain in their role for 2 years.
2. During the second year of serving as committee chair, a co-chair will be identified as advancing to the committee chair role in the following year with the approval of the Chapter President and President-elect.
3. Vice-Presidents will not chair committees but serve in a mentoring role and be responsible for overseeing the activities of the committees in their district.
4. Whenever possible, we will avoid relying on Past Presidents to serve as committee chairs. Past Presidents can serve as a mentor to any current chapter leader and are welcome to participate as a committee member.
5. Members can volunteer for multiple committees but are limited to choosing no more than 2 during the same year. Service above and beyond 2 committees must be approved by the Chapter President.



**hfma**<sup>™</sup> tennessee chapter  
healthcare financial management association

**Policy Manual**