



AZHFMA COMMITTEE PARTICIPATION POLICY

The success of an AZHFMA Committee is driven, at least in part, by the active participation of its Members. Establishing expectations for participation of Committee Members reinforces the importance of the Committee and stresses the value of each individual to the success of its team of Members.

Agreement to serve on an AZHFMA Committee implies a serious commitment by individual Members on an ongoing basis and requires willingness to maintain active participation. Active participation includes all of the following:

- Participating in Committee meetings;
- Willingness to contribute to the work effort of the Committee, such as voluntarily taking on tasks or assignments;
- Providing deliverables or drafts of deliverables in a timely fashion;
- Being familiar with the goals, objectives and activities of the Committee, including minutes of past meetings (if applicable); and
- Following discussions of relevant communications such as mailings, email, list serves, etc as applicable.

AZHFMA recognizes that Members have numerous personal and professional obligations which will, from time to time, conflict with AZHFMA Committee activities. Although every attempt will be made to schedule Committee meetings/activities based on Member availability, it will likely be impossible to accommodate the schedules of every Member. All Committee Members should contact the Committee Chair to make him/her aware of the Member's absence as soon as possible. While the excused absence will not credit the Member for attending, it allows the Committee Chair to determine if the absence will require a change in plans. Alternatively, missed Committee meetings may be made up by through other participation opportunities identified by Committee chair and performed by Member.

Active participation is ultimately an indication of Member's willingness to serve the Arizona Chapter of HFMA and further its causes. Members who cannot make a commitment to participate, should not accept a Committee appointment. Only Members who maintain active participation on a AZHFMA Committee are awarded Founders Points.