

## **Charter for the HHFMA Governance and Nominating Committee (GNC) – Approved: 10/7/2018**

### **Mission:**

To ensure the Home Health and Hospice Financial Managers Association (HHFMA) advisory bodies (Advisory Board and Workgroup) perform optimally in responding to the needs of the membership and the professionals at large.

### **Role:**

The Governance and Nominating Committee (GNC) provides ongoing review and recommendations to enhance the recruitment, selection, orientation, training, and performance feedback for individual members, officers and these advisory bodies as a whole.

### **Purpose:**

The GNC will be responsible for reviewing, enforcing and executing guidelines for service on all HHFMA advisory bodies, and for nominating and orienting members and officers. To do this, the committee, with input from both advisory bodies, their officers and the HHFMA Executive Director may:

1. Develop and implement a plan for recruitment, development, evaluation and succession of members and officers of the Advisory Board and Workgroup;
2. With input from the Advisory Board, develop selection criteria for new members, committee chairs and AB Chair;
3. Advertise openings and call for nominations for Workgroup and Advisory Board members and officers;
4. Review candidates and nominate to the Advisory Board, those individuals it recommends be considered for Workgroup and Advisory Board members and for any Advisory Board officers;
5. Regularly review HHFMA advisory body member guidelines and propose any recommended changes to the Advisory Board;
6. Monitor compliance with guidelines and provide regular reports to the Advisory Board on compliance and actions related to bringing membership into compliance.
7. Recommend and facilitate any assessments of advisory bodies, committees or members (typically through self-assessment);
8. Develop annual action plans for priority items that can improve the functioning of the HHFMA advisory bodies;
9. As necessary, recommend steps to ensure cross-linkages between the HHFMA Advisory bodies and the NAHC Board of Directors;
10. Perform other tasks as assigned by the Advisory Board Chair related to advisory board effectiveness.

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**Membership:**

The Chair of the GNC shall be a member of the HHFMA Advisory Board. The members of the GNC will include the Advisory Board Chair and the NAHC Staff Liaison as ex-officio members, and be composed of Advisory Board members equally weighted between providers and consultants. The membership of the committee will be named by the Chair of HHFMA Advisory Board. All references to HHFMA Advisory Board members includes both active and ex-officio members.

**Expectations of Committee Members:**

GNC members are expected to:

1. Participate in at least two-thirds of all scheduled audio or video conference calls and in-person meetings (held in conjunction with HHFMA Workgroup meetings);
2. Actively participate in the recruitment, orientation and evaluation functions of the committee; and
3. Maintain confidentiality of details related to the committee's selection, election and evaluation processes.