

Charter for the HHFMA Education Committee

Mission:

To ensure the Home Health and Hospice Financial Managers Association (HHFMA) conferences, seminars, webinars and other educational activities support the efforts of the National Association for Home Care and Hospice and are responsive to the needs of the membership and the professional at large.

Role:

The Education Committee will conduct business of the committee through attendance at the annual workgroup meeting to develop programming for the annual conference as well as develop topics for presentation through other electronic communications (webinars and call with the expert).

It is intended that the Education Committee leverage the experience, expertise, and insight of subject matter experts to build professionalism and understanding in matters pertaining to home health and hospice financial and operational management.

Purpose:

Plan an annual education program to include:

- Programming for annual financial

- manager conference to be held annually in

July

- Develop quarterly education programming to be delivered through webinars and other presentation methods

- Participate when requested by other affiliated organizations of National Association of Home Care and Hospice in meeting the educational

requirements of other initiatives

- Assist Association's representative when necessary and appropriate

Membership:

Chair of the Education Committee will be a current member of the HHFMA

Advisory Board.

All other members shall be a member in good standing of the Association as well as a member of the HHFMA workgroup. Subject matter experts will also be considered to serve on the education committee.

Expectations of Education Committee Members:

- Participate in the planning of the annual financial manager conference.
- Attend annual planning meeting in Washington, D.C. held the first week of December to set the agenda for the conference.
- Participate, as necessary, with NAHC representatives to write content including objectives for the topics to be presented at the conference.
- Participate in the conference through the development of appropriate presentations or to assist in the securing of subject matter experts to present the information.
- Participate in the establishment in annual calendar of other educational opportunities
- Participate in the development of topics for delivering information electronically to NAHC members through webinars, call with the experts, or other methods