

Charter for the HHFMA Communication Committee

Mission:

To ensure the Home Health and Hospice Financial Managers Association (HHFMA) communication 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 Communication Committee serves as the group responsible for organizing, publishing, issuing or otherwise communicating activities and results of HHFMA Committees to the HHFMA membership and, selectively, to the industry.

Purpose:

The Communication Committee will have regular scheduled meetings to determine what and when materials and information is disseminated. Information will typically be published via the HHFMA list serve and or the HHFMA website.

Membership:

The Chair of the Communications Committee shall be a member of the HHFMA Advisory Board. At the option of the HHFMA Advisory Board, there may be a Co-Chair appointed, who also shall be a member of the HHFMA Advisory Board. The members of the Communication Committee will be made up of the Chairs of Committees within the Advisory Board of HHFMA, along with any Co-Chairs of each Committee and be supported by staff. These committees are Education, Membership, Policy, Business Analytics, Reimbursement and Payment, Business Innovations and any other standing committees established by the Advisory Board. All members shall be a member in good standing of the Association as well as a member of the HHFMA workgroup. There may be others selected as members of this committee should the current members decide accordingly.

Expectations of Communication Committee Members:

- Participate in occasional conference or WebEx session calls
- Contact Committee Chair upon need to publish / disseminate information to the members and or industry
- Send materials / information to Committee Chair for organizing review with all Committee members
- Work closely with HHFMA/NAHC staff in publishing information timely as selected by the Committee
- Review and assist with materials/information on the HHFMA website and correct and/or updated when necessary