

# Indiana Pressler Memorial Chapter of HFMA

## Chapter Volunteers Awards Policy

**Approved:** February 18, 2010

### **DEFINITION:**

This policy defines the benefits Chapter award recipients will receive.

### **CRITERIA:**

Nominees must be current members of the Chapter.

To be eligible for New Member of the Year, the nominee must be in the first full year as an Indiana member.

### **ADDITIONAL INFORMATION:**

At the annual spring institute, the Chapter gives two awards recognizing the volunteer efforts of its members.

Volunteer of the Year

New Member of the Year

### **PROCEDURE:**

January - The Board of Directors is asked to nominate members, with a brief description of why they are deserving of the recognition, to the Awards Committee for review.

January - The Awards Committee reviews the nomination and makes a recommendation to the Board of Directors for consideration at the winter board meeting. The Board of Directors approves the recommendations or asks the Awards Committee to make other recommendations.

April – The plaques are ordered and the awards announced at the spring institute.

### **POLICY:**

The Volunteer of the Year will receive a certificate with a value up to \$850.00 to be used to attend a National HFMA meeting. The recipient must submit the Chapter's Expense Reimbursement Form following the meeting to receive reimbursement for registration fee and travel expenses up to \$850.00. The certificate will be valid for 18 months from the date of receipt.

The New Member of the Year will receive a certificate for a complimentary registration to a one- or two-day Chapter institute. The certificate will be valid for one year from the date of receipt.