



**Executive Committee and Director  
Handbook and Guidelines**

*February 2021*

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## Welcome to the OMGMA Board of Directors

Welcome to the Board of Directors of the Oregon Medical Group Management Association. Your position as a member of this board grants you the responsibility to govern and set the direction of the organization.

There are two objectives as a leader of the organization in addition to the specific job responsibilities listed later in this handbook. The first is to plan, monitor, and evaluate the services and finances that keep the association viable and valuable to the membership. The second, equally important, is to work together as a team with the other board members and other leaders in the medical community to be able to effectively accomplish the first task – governing the association.

This handbook is intended to give you an overall picture of the board and help orientate you to the team. Thank you in advance for your hard work and dedication to continuing the mission of the organization.

**Thank you for serving OMGMA.  
The membership has entrusted you with the  
privilege and responsibility to govern and  
set the direction of the organization.**

#

# Vision, Mission, Tag Line, Values, Strategies & Goals

## Vision

Better healthcare for everyone.

## Mission

To promote and support healthcare leaders through education, advocacy, and resources.

## Tag Line

*Leaders Helping Leaders*

## Values

The core values that anchor OMGMA's culture are:

- Integrity & Ethics
- Collegiality
- Excellence
- Growth
- Inclusiveness & Diversity
- Respect

## Key Strategies & Goals

Key Strategies	Goals
Engaged Membership <ul style="list-style-type: none"><li>• Volunteer opportunities</li><li>• Networking &amp; Camaraderie</li><li>• Rewarding</li><li>• Career development</li></ul>	<ol style="list-style-type: none"><li>1. <b>Advocacy</b></li><li>2. <b>Board Operations/Leadership</b></li><li>3. <b>Certification</b></li><li>4. <b>Education</b></li><li>5. <b>Marketing/Technology</b></li><li>6. <b>Outreach</b><ol style="list-style-type: none"><li>a. <b>1 Conference</b></li><li>b. <b>2 MTOs and other networking events</b></li><li>c. <b>3 Referral Program</b></li><li>d. <b>4 Students</b></li></ol></li><li>7. <b>Scholarships</b></li><li>8. <b>Volunteers</b></li></ol>
Resources <ul style="list-style-type: none"><li>• Relevant content</li><li>• Emerging technology</li><li>• Multi-faceted and diverse educational opportunities</li><li>• Pathways to certification</li></ul>	
Leadership <ul style="list-style-type: none"><li>• Mentoring and growth opportunities</li><li>• Strategic engagement</li><li>• Promoting the profession of medical management</li></ul>	

## Alliances

Oregon MGMA shall have an alliance with the Oregon Medical Association to collaborate on advocacy, education, member benefits, research and database sharing, membership promotion and consulting services.

# Director Duties

As a member of the OMGMA Board of Directors, the membership has entrusted you with the privilege and responsibility to govern and set the direction of the organization.

Each Director position on the OMGMA board serves a two-year term. Approximately half are elected in odd years, the other half in even years. OMGMA Bylaws provide flexibility in the number of directors holding office at any given time. Generally, the board will include 8 to 12 members. In addition to the 5 Executive Committee positions there may be between 3 and 7 directors. The Executive Committee sets the current size of the board depending on the expected needs of the organization.

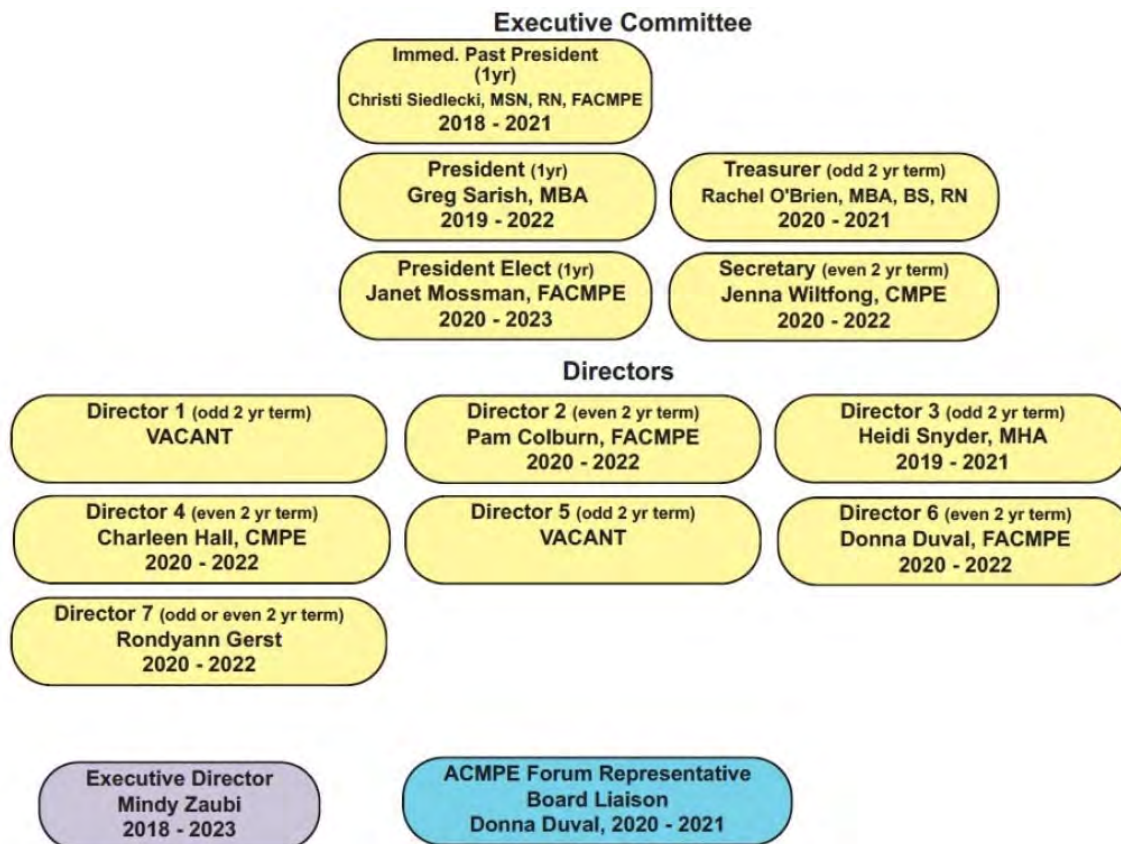
Each Director position assumes its position on the board on July 1 annually.

Should a current director be elected to the Treasurer position, their term limit may change. See Bylaws for additional information.

Each director is expected to chair or co-chair an OMGMA committee. While each committee should have a succession plan as directors rotate on and off the board, certain OMGMA committees require it. The Exhibitor and Membership committees must each have a chairperson and co-chair on opposite term schedules (odd and even years) to allow for continuity.

Directors may be asked to assist with additional tasks as needs arise within the organization. These requests may come from any other members of the board.

Unless otherwise specified in this handbook, all members of the Board of Directors are expected to adhere to the attendance policy as outlined herein.



# BOARD MEMBER ATTENDANCE POLICY

**PURPOSE:**

Regular, predictable and consistent attendance is an expectation for each position within the OMGMA Board. The purpose of this policy is to establish guidelines for addressing the unavailability of Board members.

**PERSONS AFFECTED:**

This policy applies to all OMGMA Board Members, Officers, Directors and Committee Chairs as elected or appointed by the OMGMA membership or Executive Committee.

**DEFINITIONS:**

- **Unavailability** is defined as any absence or failure to report to scheduled OMGMA events or meetings at the designated time.

**ATTENDANCE EXPECTATION:**

- **Board Meetings** - Attendance at all scheduled OMGMA board meetings whether held in-person or via teleconference within the Administrative year (Oct 1 – Sept 30).
  - An exception of two meetings may be missed per Administrative year with proper notification of President and/or Executive Director.
- **Scheduled Member Events** - attendance at scheduled OMGMA face-to-face member events within the Administrative year (Oct 1 – Sept 30) is expected.
  - Attendance at the OMGMA annual conference is to be made a priority.

**DISCIPLINARY PROCESS**

Progressive discipline will be applied as follows:

**Board Meetings:**

**Written Warning** after unavailability has been reached within Administrative year.

**Immediate Termination** for any additional occurrences after written warning has been issued.

**Scheduled Member Events:**

**Written Warning** after 1 occurrence of unavailability has been reached within operating year.

**Immediate Termination** for any additional occurrences after written warning has been issued.

**POSITION ABANDONMENT**

Failure to notify the President or Executive Director of unavailability for two consecutive meetings or events will be considered position abandonment. This will result in immediate termination of your position from the OMGMA Board.

## OMGMA Member Code of Ethics

1. Members shall direct their activities to the mission, goals and objectives of Oregon Medical Group Management Association (OMGMA).
2. Members shall endeavor to promote the well-being of their respective medical groups and other professional bodies with whom they are affiliated in accordance with the Association's mission and this Code.
3. Members shall not misuse information disseminated in association publications, meetings, workshops, seminars or other association functions. Misuse includes representing Oregon MGMA information to other persons as having been authored by or originated from any person or organization other than OMGMA.
4. Members who sell products or services shall not utilize information obtained through the association such as, but not limited to, meetings, workshops, seminars or OMGMA website for their personal, professional, or financial gain.
5. Members shall conduct themselves in a professional manner, maintaining a high personal standard of professional integrity and ethics.
6. Members shall not disparage the work or conduct of other members but shall report unprofessional and or unethical conduct to The Membership Committee per The Bylaws.
7. Each complaint must be submitted in writing to the Membership Committee of the OMGMA and signed by the complainant.
8. The Membership committee shall follow the MGMA model of investigation.

Revision 9/15/09; Revision 2/22/2018



# OMGMA OFFICERS IN TRANSITION POLICY

## **Unemployment**

If an Officer of the Board of Directors finds themselves un-employed during their current term, the Officer may continue to serve out their current term and/or be given a period of 12 months to find employment under the Active Member criteria so long as the Officer is committed to finding re-employment in the healthcare management field. If the 12-month period results in Officer beginning a new term and position within the Executive Committee, the Officer shall be allowed to finish out their term. To continue to serve on the Board, the Officer must agree to show proof of a job prospect that is likely if requested by the Executive Board and a commitment to searching to regain employment within Oregon MGMA's Active Member criteria.

## **Retirement**

If an Officer of the Board of Directors retires from the healthcare management field during their current term, the Board of Directors may choose to allow the Officer to continue serving out their current term so long as the Officer is committed to full participation and execution of their assigned duties. To continue to serve on the Board, the Officer must notify the Executive Board prior to or immediately upon their retirement from the healthcare field and notify the Board of Directors of their desire to serve out their current term. Requests will be considered approved by a majority vote of the Board of Directors.

Adopted January 2020

# Financial Policies

## **Expense Reimbursement Policies**

ORIGINALLY CREATED 2009.09, revised 2012.03; revised 2012.05; revised 2013.03; revised 2014.02; revised 2015.02; revised 2018.11

### **Purpose:**

Oregon MGMA Board Members will be reimbursed for or provided business related expenses for all official board functions as outlined in this policy. Committee Chairs who are not official board members but are invited to participate at an Oregon MGMA board meeting will be eligible for the same reimbursement of business-related expenses as board members for the meeting. If Committee Chairs are not officially invited but attend voluntarily, out of pockets costs will not be reimbursed.

### **General:**

Cost of expenses are limited to OMGMA board members only and must not include extra expense associated with spouse or family traveling with member. Please use discretion when choosing your restaurant, hotel, airfare and other travel modalities. Make cost conscious choices for the benefit of OMGMA.

### **Policy:**

1. TRAVEL
  - A. MILEAGE. The reimbursement will be based on the IRS recommended annual allowance. Rates will change as published by the IRS.
  - B. AIR TRAVEL. Reimbursed or provided at actual cost, coach fare with no upgrades, add-ons or change fees plus up to one checked bag, booked at least 14 days in advance. Air travel will be reimbursed if reasonable. President must approve airline tickets in excess of \$500. Reimbursement outside the scope of this policy must be pre-approved by the Executive Board.
  - C. TAXI OR CAR SERVICE. Reimbursed or provided at actual cost for transport to/from airport. If there are free shuttles available, no Taxi or Car Service expense will be reimbursed. Taxi or Car Service expense may be reimbursed or provided if there is a required off-site sponsored event. Taxi or Car service outside the scope of this policy must be pre-approved by the Executive Boards.
  - D. CAR RENTAL. Reimbursed or provided at actual cost based on mid-size plus fuel for board members traveling during meeting dates. If there are free shuttles available, no car rental expense will be reimbursed. Car rental expense may be reimbursed or provided if there is a required off-site sponsored event. Car rentals outside the scope of this policy must be pre-approved by the Executive Boards.

- E. PARKING AND TOLLS. Reimbursed or provided at actual cost for one day prior to event date(s) through one day post event.
- F. REGISTRATION – Events or conferences where Oregon MGMA Board Members are expected to serve in a volunteer capacity or where they are representing the association on official business will be reimbursed or provided at cost. Only early bird registration rate will be reimbursed or provided unless special circumstances apply and is approved by the Executive Board.
- G. MEALS - Meals within reason, not already included in the event, meeting or conference will be reimbursed or provided. Itemized receipts indicating what was ordered are required in addition to receipt indicating total paid.
- H. LODGING
  - a. BOARD AND COMMITTEE AND OTHER DESIGNATED MEETINGS: Lodging to be reimbursed or provided only if travel exceeds 3 hours roundtrip. Non-conference lodging, reimbursed at actual cost (run of the house rate). Lodging will be limited to meeting dates and times. Lodging outside the scope of this policy must be pre-approved by the Executive Board.
  - b. OREGON MGMA STATE CONFERENCES LODGING FOR BOARD MEMBERS: Lodging for single room rate + applicable taxes at host hotel, booked inside of the conference group room block will be reimbursed or provided at actual cost. Incidentals billed to room will not be reimbursed. Lodging will be limited to conference dates and times.
- 2. MGMA ANNUAL STATE LEADERS SUMMIT  
Oregon MGMA will reimburse or provide the following individuals to attend the MGMA Annual State Leaders Summit:
  - o Officers and Directors as designated annually by the Executive Board and budget allowances
    - Reasonable expenses per reimbursement policies
- 3. MGMA ANNUAL CONFERENCE
  - o Oregon MGMA will reimburse or provide for the following individuals to attend the MGMA Annual Conference: Up to 2 Officers as designated annually by the Executive Board and up to budget allowances
    - Officers are to represent the Oregon MGMA interests and must be in attendance for representation at the ACMPE and/or COSL portions of the conference.
- 4. EXPENSE SUBMISSION PROCEDURES
  - Reimbursement of expenses shall be made after event has occurred; however, board member may request reimbursement ahead of event, in the event it causes undue personal financial burden.
  - Expenses must be submitted to the Executive Director on the approved Oregon MGMA Expense Reimbursement form within 30 days of occurrence. After review, the Executive Director must submit the expense reports to the Treasurer and President.

The President will send final approval to the Treasurer for distribution of funds. The Treasurer must submit their expense reports to the President and Executive Director for review and approval

- Expenses reimbursed at the actual rate must be supported by itemized receipts and proper documentation
- Mileage requests must be supported by proper documentation
- There should be no double billing – collecting from Oregon MGMA and your employer
- Every effort will be made to reimburse within two weeks of receipt of expense report
- Exceptions to these policies will be made by President and Treasurer jointly on a case-by-case basis

## **Banking**

- Three check signers: President, Treasurer & President-Elect
- Check signers will not sign a check payable to themselves
- All checks over \$2,000 require approval from a second executive board member [approved 5/14/16 Board Meeting]
- Documentation and/or reimbursement forms required for all expense reimbursement
- President will review financials and all checks written at least semi-annually
- Entire accounting program file is sent to designated accounting firm at end of financial year

## **Meetings**

### **OMGMA ANNUAL CONFERENCE**

- Cancellation of attendee registration fees - \$50 processing fee will be deducted from the registration refund. No refunds will be issued 3 weeks prior to conference. Subjective to change based on hotel conference contracts and/or other circumstances.
- Cancellation of Exhibitor registration fee - \$250 processing fee plus the cost of any signage already purchased. No refunds will be issued 1 month prior to the meeting.

# OMGMA Scholarship Policies

## New Fellow (FACMPE) Scholarship

1. Applicant(s) must be a current OMGMA Member in good standing for 2 or more years.
2. Scholarship awards may only be used to attend the MGMA National Conference the actual year the FACMPE designation is earned.
3. Financial qualifications:
  - a. Scholarship requests must be submitted on company letterhead stating the member is not eligible for full conference reimbursement through the organization (or an attestation of this if the member is between positions).
  - b. The scholarship request must be signed by a Physician or other designate from the employer - applicant may not sign this letter.
4. Two \$1,000 scholarships are available per calendar year.
5. A maximum of \$1,000.00 will be awarded per scholarship recipient.
  - a. All scholarship recipients will sign an attestation of the following:
    - i. Scholarship monies may only be used to attend the MGMA National conference the first year FACMPE designation is received.
    - ii. Funds will be used for direct MGMA National conference expenses, i.e. conference fees, hotel or travel.
  - b. Recipients must submit receipts for expenses covered by the scholarship within 60 days after conference for reimbursement.
  - c. Reimbursement will be for actual expenses from provided receipts not to exceed the approved scholarship amount.
  - d. The OMGMA board may choose to allocate up to \$2,000.00 to a single recipient should only one member apply in a given year.
6. Applications may be submitted between July 1st and September 1.
7. New Fellow scholarships may only be awarded to each OMGMA member one time.
8. OMGMA Board Members are not excluded from applying for the Fellow Scholarship should they achieve fellowship during their board term.

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# OMGMA Scholarship Policies

## Annual Conference Scholarship

1. Applicants must be a current OMGMA Member in good standing for 2 or more years.
2. Scholarship awards may only be used to attend either the Regional Conference or OMGMA Annual Conference.
3. Financial qualifications:
  - a. Scholarship requests must be submitted on company letterhead stating the member is not eligible for full conference reimbursement through the organization (or an attestation of this if the member is between positions).
  - b. The scholarship request must be signed by a Physician or other designate from the employer - applicant may not sign this letter.
4. Volunteerism - Preference will be given to applicants who currently volunteer with OMGMA and/or the profession of healthcare management in Oregon.
  - a. An official application is available. Submitted scholarship requests should identify specific committee service within OMGMA and will be verified by the Executive Director. Applicants should also identify volunteer services within the profession of healthcare management in Oregon. These should be accompanied by documentation from the outside organization where the service occurred.
5. Two - \$500 Annual Conference scholarships can be awarded per calendar year
6. A maximum of \$500.00 may be awarded per scholarship. Recipients will sign a contract stating the following:
  - a. All scholarship recipients will sign an attestation of the following:
    - i. Scholarship monies will be used for direct Annual Conference expenses, i.e. conference fees, hotel or travel.
  - b. Recipients must submit receipts for expenses covered by the scholarship within 60 days after conference for reimbursement.
  - c. Reimbursement will be for actual expenses from provided receipts not to exceed \$500.00.
7. Scholarship applications must be submitted at least 30 days prior to the Annual conference as specified in the application.
8. Scholarships may only be awarded to the same recipient once every 5 years.
  - a. Current OMGMA board members are excluded from applying for the Annual Conference scholarship.
  - b. Past OMGMA board members may apply for the Annual Conference scholarship two years after serving on the OMGMA Board.

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## OMGMA Accounting Services

A designated accounting firm annually prepares Federal Form 990-EZ – Short Form Return of Organization Exempt from Income Tax. This return is due May 15<sup>th</sup> of each year.

The accounting firm will informally review the bank statements and financial documents on an annual basis.

The Executive Board shall perform monthly review performance and fees of the designated accounting firm.

An annual engagement letter with a CPA firm is required.

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## Affiliation with MGMA

OMGMA has a contractual affiliation with MGMA. All board members should read and become familiar with these MGMA documents.

- MGMA State Affiliation Agreement - current signed copy of the document.

The contact person at MGMA effective October 2019:

Membership: 877.275.6462, ext. 1888 | [membership@mgma.com](mailto:membership@mgma.com)

ACMPE: 877.275.6462, ext. 1888 | [acmpe@mgma.com](mailto:acmpe@mgma.com)

### **MGMA Headquarters**

104 Inverness Terrace East

Englewood, CO 80112-5306

Toll-free: 877.ASK.MGMA (275.6462)



## President, Job Description

[From the Bylaws] *President: The President shall be the chief executive officer and shall preside at all meetings of OMGMA. The President shall ensure communication occurs to the membership regarding all matters affecting the Association between meetings and shall perform such other duties as necessary. The President shall develop and maintain a working relationship with members of other organizations, including, but not limited to, the OMA, the Medical Societies and other Allied organizations.*

The President is responsible for the leadership of the Association and will be the liaison between the National MGMA and Oregon MGMA. All Committees are to be directed by the President.

The President will send a letter to all members at the beginning of the Presidency. The purpose of this letter is to introduce oneself and give encouragement to the membership and to discuss plans/projects of the organization.

The President will direct all Board Meetings, and prepare an agenda. Board meetings will consist of 10 teleconferences and two in-person meetings, for a total of 12 monthly Board meetings annually. Other Board Meetings may be called at the discretion of the President.

The President is the Chairperson of the Education Committee and will assign responsibility for each subcommittee.

The President will determine the date and location for the annual Strategic Planning meeting.

The President will guide the Conference Committee Chair in preparing the program for the Annual Conference. The President and Treasurer will work closely with the Conference Committee Chair in preparing the Annual Conference budget.

The President will work closely with MGMA state affiliate(s) to plan any regional conferences and will co-chair if such conference falls within their term.

The President shall attempt to attend the MGMA Annual Conference. Expenses may be reimbursed for registration, lodging, travel and meals when not provided at the meeting, and deducted from the \$3000 educational grant. Please refer to the OMGMA Financial Policies and OMGMA Travel Allowance Guidelines for specifics.

The President shall attempt to attend the MGMA State Leaders Conference if budget allows. Expenses are reimbursed for registration, lodging, travel and meals when not provided at the meeting.

The President will verify bank statement detail and check images on a regular basis (preferably monthly, but no less than semi-annually), as well as a regular review of the accounting program file. In the absence of an elected Treasurer, the President shall be responsible for signing checks, or designate someone for this responsibility.

The President along with the Board of Directors shall direct the Executive Director.

He/she will work with the Board to appoint all committee chairs, if not designated by office.

All officers should be willing to prepare a Board Message for the Association Newsletter, as assigned by the President.

Time Line of Activities of President

<b>July</b>	
<b>August</b>	
<b>September</b>	
<b>October</b>	
<b>November</b>	
<b>December</b>	
<b>January</b>	
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>June</b>	<p>Regional Annual Conf - Plan to Co-Chair with affiliate states in planning regional conference for upcoming year. Establish MOU with affiliate states. Continue to work with Conference planning committee until said conference. Separate committee responsibilities will be established by MOU.</p> <p>Oregon only Annual Conf - Begin working with Executive Director in preparation for Annual conference of upcoming year. Ensure venue is selected and contract is secured. Consider/select theme for conference. Select conference planning committee and begin conference planning. Conference planning committee should include President-Elect..</p>

# President-Elect, Job Description

[From Bylaws] President **Elect:** *The President Elect shall perform all duties of the President during his/her absence, and shall assist the President in the fulfilling his/her executive duties as requested by the President. The President Elect shall perform such duties and have such powers as may be assigned or delegated from time to time by the Board of Directors.*

The President-Elect supports the President and assists with organization matters. The term of President-Elect is a three-year commitment: President-Elect, progressing to President, and then Immediate Past President. It is recommended that the President Elect serve as a Director for at least one term prior to assuming this role.

President Elect shall Co-Chair or serve as a member on the Conference Planning Committee to develop all aspects of the OMGMA Annual Conference or Regional Conference. In order to gain experience related to conference planning, the President-Elect is required to serve on the Conference Committee.

At the Annual Conference, the President-Elect will honor the outgoing President.

The President-Elect shall attempt to attend the annual MGMA State Leaders Conference. Expenses are reimbursed for registration, lodging, travel and meals when not provided at the meeting.

All Executive Committee members should be willing to prepare a Board Message for the Association Newsletter and/or website, as assigned by the President.

In the absence of the President, the President Elect will conduct and oversee meetings and/or Association functions as needed.

## Time Line of Activities of President-Elect

<b>July</b>	Review Job Description and Guidebook to familiarize with duties expected in upcoming years.  Assist conference planning chair with committee activities every month as needed.
<b>August</b>	
<b>September</b>	
<b>October</b>	
<b>November</b>	
<b>December</b>	
<b>January</b>	Attempt to attend MGMA-ACMPE State Leaders Conference
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>June</b>	Assume role of Presidency on July 1.

# Immediate Past President, Job Description

[From Bylaws] **Past President:** *The Past President’s duties include but are not limited to review of the Association’s Bylaws, evaluation and assessment of the contracted vendor relationships, serve as Chair of the Nominating Committee and other duties as assigned or delegated from time to time by the Board of Directors.*

The Immediate Past President will chair the Nominating Committee.

The Immediate Past President will Co-Chair the Regional Conference with the participating MGMA State Affiliate(s) President(s).

Should the Immediate Past President or President-Elect be unable to attend the Regional Conference, OMGMA Annual Conference, or MGMA State Leadership Conference, the Immediate Past President may assume this responsibility. He/she will attend all Board Meetings and Planning Meetings.

The Immediate Past President will be available to offer support to the organization and membership.

The Immediate Past President shall serve as the Board Liaison to the Government Affairs Committee if there is not a current, active Legislative Liaison.

Review association bylaws and make recommendations, if any, to the Board of Directors.

Evaluate and offer guidance on contracted vendor relationships, including contract for Executive Director contract and services.

All officers should be willing to prepare a Board Message for the Association Newsletter, as assigned by the President.

## Time Line of Activities of Immediate Past President

<b>July</b>	continued preparation for annual conference/regional conference  <b>Any year</b> that proceeds Executive Director contract expiration. Evaluate, vet and negotiate services of Executive Director.
<b>August</b>	continued preparation for annual conference/regional conference
<b>September</b>	continued preparation for annual conference/regional conference
<b>October</b>	continued preparation for annual conference/regional conference Partner with President evaluating Executive Director performance, including President Elect along with other Board of Directors that wish to participate
<b>November</b>	continued preparation for annual conference/regional conference Partner with President evaluating Executive Director performance, including President Elect along with other Board of Directors that wish to participate
<b>December</b>	continued preparation for annual conference/regional conference
<b>January</b>	continued preparation for annual conference/regional conference
<b>February</b>	continued preparation for annual conference/regional conference

<b>March</b>	continued preparation for annual conference/regional conference
<b>April</b>	continued preparation for annual conference/regional conference
<b>May</b>	continued preparation for annual conference/regional conference
<b>June</b>	<p>Review Bylaws and present recommendations for any updates/changes to Board of Directors. Ensure compliance of current Bylaws. Ensure Executive Handbook complies with association Bylaws</p> <p>Evaluation and assessment of the contracted vendor relationships - work with Executive Director ensuring all vendor relationships are appropriate and reasonable.</p>

## OMGMA Past Presidents

1959 CARL W. ANDERSON	1992 YVONNE CARSCADDEN-SAWTELL
1960 ARTHUR ANDERSON	1993 DEAN R. WILLIAMS
1961 ARTHUR H. ALLEN	1994 M. LOUISE DORAN
1962 WILLIAM G. ELLIS	1995 RONALD E. RAU
1963 RALPH LOMAX	1996 RICHARD K. BIGGER
1964 REED R. MADSEN	1997 BENJAMIN G. COX
1965 RALPH MOE	1998 LINDA BENTS NICOLL
1966 LYNN RASMUSSEN	1999 JAKE THIELEN
1967 WAYNE WEYTHMAN	2000 MARYANN LUNDIN
1968 VERNE SHANGLE	2001 BRIAN KELLY
1969 ARNOLD C. SWANSON	2002 ROGER HOY
1970 VERNE E. THOMPSON	2003 MARTHA ZENOR
1971 THOMAS F. SIMS	2004 BARBARA PATTERSON
1972 ELMER B. VERSTEEG	2005 DENNIS BELL
1973 JAMES M. BEER	2006 KRIS HARVEY
1974 WILLIAM E. KORPELA	2007 KATHY BRYANT
1975 WILLIAM P. WALSH	2008 PAUL BRASHNYK
1976 DONALD A. DENNESON	2008 TERRY FITZPATRICK
1977 JOHN S. SKINNER	2009 SUSAN BLANE, CMPE
1978 JOHN D. KLINE	2010 GARY HUNT, CMPE
1979 JANET CURRY	2011 MARYKAYE BRADY, FACMPE
1980 JOHN HOOPES	2012 KATHY BROWN, CMPE, CMM
1981 BERNIE H. PARSONS	2013 SUSAN CURTIS, FACMPE
1982 ROGER H. JORGENSEN	2014 KERRY MCMULLIN, FACMPE
1983 MARGARET A. HOOPES	2015 JEFFREY BAIRD, CMPE
1984 RICHARD L. VANBERG	2016 DEBRA BARTEL, FAMPE
1985 JEAN K. RISLOVE	2017 PAM KEIL, FACMPE
1986 MICHAEL SCHWAB	2018 MICHELLE ELDRIDGE, CMPE
1987 DONNA D. ANDERSON	2019 KATHY BROWN, CMPE, CMM
1988 JERALD W. ERSTGAARD	2020 CHRISTI SIEDLECKI, MSN, RN, FACMPE
1989 JEAN K. COLEMAN	
1990 DONALD G. COWAN	
1991 DAVID BENNETT	

## Treasurer, Job Description

[From Bylaws] Treasurer: *The Treasurer shall serve a 2-year term of office and may be eligible for nomination to a second term. Treasurers cannot serve more than 2 consecutive terms as Treasurer without a break in service of at least 1 term. The Treasurer develops the annual budget and presents it to the Board of Directors for approval. The budget is presented to the membership at the annual Business Meeting following approval by the Board.*

*The Treasurer's duties are as follows:*

- a. To ensure notices of dues payable are sent; dues are collected and deposited in a bank approved by the Board of Directors;*
- b. To make disbursements upon the direction of the Board of Directors;*
- c. To keep accounting records as directed by the Association's professional advisors.*

The incoming Treasurer will job shadow the outgoing Treasurer beginning with the new Administrative Year until January 1<sup>st</sup> when he/she will take over responsibility for the books.

The Treasurer will present the financials to the membership at all Member Business Meeting. The Treasurer will provide a financial report in an oral presentation at least annually. The report must be substantiated and prepared on a cash basis and becomes part of the permanent record of OMGMA.

The Treasurer will work closely with the Executive Director, President and designated accounting firm in all financial matters.

The Treasurer is responsible for monitoring the checking and savings accounts, accounts receivable and payable, association budgets, and all other financial reports. Current accounting for all funds is mandatory.

The Treasurer will provide current Balance Sheet and Income Statement reports at the monthly Board meeting and detailed reports with previous year-to-date Quarterly. In their absence, the President will present current financial statements.

The Treasurer is to account for all monies due OMGMA, received by the Treasurer and/or Executive Director which may include but not be limited to annual membership dues, business partner's fees, conference exhibitor and/or sponsorship fees, website advertising/job post fees, and any other monies due OMGMA.

The Treasurer will work with the designated accounting firm, and file IRS and all tax forms annually before deadline.

The Treasurer will work closely with the Immediate Past President and President-Elect preparing the annual operating budget to include conference(s) and other member education events. The operating budget will be presented at the annual strategic planning meeting.

The Treasurer is responsible for monthly bank reconciliation of all OMGMA accounts and uploading statements to QuickBooks.

The Treasurer is responsible for managing the online QuickBooks account, BillPay and other automatic payments.

The Treasurer will coordinate with the bank to arrange signatory cards for the current President and President Elect for bank accounts.

All Executive Committee members should be willing to prepare a Board Message for the Association Newsletter and/or website, as assigned by the President.

## Time Line of Activities of Treasurer

<b>July</b>	Shadow outgoing Treasurer through end of year.
<b>August</b>	
<b>September</b>	
<b>October</b>	Develop and present operating budget for upcoming year at strategic planning meeting
<b>November</b>	
<b>December</b>	
<b>January</b>	<ol style="list-style-type: none"> <li>1. Transfer of duties and file to incoming Treasurer on January 1</li> <li>2. Review and approve 1099s prior to filing</li> <li>3. Complete prior year reports: P&amp;L and Balance Sheet</li> <li>4. Review and approve data for 990 EZ filing</li> </ol>
<b>February</b>	
<b>March</b>	Present prior year financials to board at monthly meeting
<b>April</b>	Review, approve, and sign OMGMA tax returns
<b>May</b>	Prepare for presentation of financial at Member Business Meeting (timing based on annual conference planning)
<b>June</b>	



# Secretary, Job Description

The OMGMA Secretary shall:

1. Oversee Membership Committee
2. Oversee Scholarship Committee
3. Oversee the OMGMA electronic newsletter with the assistance of the Executive Director
4. Assist Executive Director with Board and membership meeting communication as needed

All Executive Committee members should be willing to prepare a Board Message for the Association Newsletter and/or website, as assigned by the President.

It is recommended that the Secretary serve as a Director for a minimum of one year prior to assuming this role.

## Time Line of Activities of Secretary

<b>July</b>	Reviews job description and Guidebook to familiarize with duties expected in the coming year. Present minutes to BOD from previous board meeting
<b>August</b>	Present minutes to BOD from previous board meeting
<b>September</b>	Present minutes to BOD from previous board meeting
<b>October</b>	Present minutes to BOD from previous board meeting
<b>November</b>	Present minutes to BOD from previous board meeting
<b>December</b>	Present minutes to BOD from previous board meeting
<b>January</b>	Present minutes to BOD from previous board meeting
<b>February</b>	Present minutes to BOD from previous board meeting
<b>March</b>	Present minutes to BOD from previous board meeting
<b>April</b>	Present minutes to BOD from previous board meeting
<b>May</b>	Present minutes to BOD from previous board meeting Attend and present minutes to membership from previous Membership Meeting at Annual Conference and take minutes at current Membership Meeting (timing subject to change based on planning)
<b>June</b>	Present minutes to BOD from previous board meeting

# OMGMA Executive Director

## Position Summary

The OMGMA Executive Director is a contracted administrative professional who provides a wide range of support services to the executive committee and the board of directors. It is the job of the Executive Director to ease the workload by taking on most of the administrative duties, leaving the executive committee and board of directors to focus on decision making. The Executive Director must keep the organization running smoothly. The Executive Director answers directly to the executive committee.

## Skills

The skills required as the Executive Director include being extremely efficient, organized and resourceful while working in a largely independent fashion. The Executive Director must also be flexible and able to function well in a fast-paced environment. The Executive Director will need to have great interpersonal skills to deal with many personalities. Verbal and written communication skills, and attention to detail are also important traits.

## Job Duties

As outlined in current association management contract

# Board Directors, Job Description

[From Bylaws] ARTICLE 6 - BOARD OF DIRECTORS

**Authority:** *The President shall serve as the Board Chair. The Board of Directors shall have supervision, control and direction of the affairs of the Association, its committees and publications; shall determine its policies or changes therein; shall actively pursue these objectives, supervise the disbursement of its funds, and shall be responsible for the interpretation of these Bylaws. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.*

Board Directors shall stay well informed about the organization by carefully reading the minutes of the Board Meeting, financial statements and other materials; take seriously the legal, fiscal, fiduciary and ethical responsibilities the Board carries. Be aware of and notice community activities and legal/political developments, which may impact the organization and/or its programs and bring them to the attention of the Board.

Be familiar with the bylaws. Keep your Board “files” up-to-date by adding new material as you receive them.

Be an advocate and inform others about the organization.

Serve on committees and also take on special assignments.

Board Directors shall take their commitment to the association seriously.

Board Directors will be appointed to Chirico-Chair or serve as a member on OMGMA Committees based on the needs of the association. Committee job descriptions list additional job duties and responsibilities.

Board Directors are strongly encouraged to be members of ACMPE with certification and or fellowship status.

All Board Directors shall be willing to prepare an article for the Association newsletter or website, as assigned by the President.

# COMMITTEES

## Use of Membership Volunteers

It is recommended that Committee Chairpersons utilize the OMGMA members who have volunteered to assist the organization. A list of volunteers is available from the executive director. The organization recognizes that your board responsibilities are in addition to your regular jobs. It is important that you do not perform all of the committee work yourself. We do not want our board members to burn out. By bringing in volunteer members to assist, you will assist locating future Board Members – those who serve our organization and are enthusiastic about its future.

## Nominating Committee

### **(standing committee per bylaws):**

[From Bylaws] *“The Immediate Past President shall chair and appoint, with the approval of the Board of Directors, a Nominating Committee,. At least one member of the Nominating Committee shall be reappointed to the following year’s Nominating Committee to ensure continuity. Members of the Nominating Committee are not eligible to be nominated for any position while serving on the Committee.”*

**Nominations:** Prior to the annual conference as established in Article 11, the Nominating Committee as defined in Article 10 shall call for nominations from the general membership and subsequently present a slate of candidates including President Elect, Secretary, Treasurer and any open Director positions for the ensuing year to be voted on. Members shall be notified of the slate in writing at least thirty (30) days before the vote.

## Time Line of Activities of Nominating Committee

**Throughout Term,** continually talk with and encourage members about joining Board of Directors.

**January/February,** Start the nominating committee process. Select committee members. Review and update application, evaluate upcoming openings and prepare letter to membership encouraging applicants, provide eligibility guideline, responsibilities and benefits along with copy of Executive Handbook. Coordinate with Technology Chair to post on all social media outlets. Email blast to membership with letter and attachments as above.

**March,** Active solicitation and monitoring of applications. Ongoing conference calls with nominating committee members in selecting slate of officers

**April/May,** Present Slate of Officers to the Board of Directors, NO LATER THAN 30 days in advance of annual meeting.

**Annual Meeting,** present Slate of Officers to membership for vote. Board of Director terms begin October 1st and following guidelines for the respective positions.

Education Committee

**(oversees Sub-Committees) (standing committee per bylaws):**

[From Bylaws] *“The Committee shall be responsible for planning, promoting and presenting the membership meetings, conferences and education sessions of the Association and shall have 3 subcommittees, as necessary.”*

The Education Committee is chaired by the President. It is the President’s duty to assign chairpersons and/or committee members to the sub-committees and monitor their work and progress.

**American College of Medical Practice Executives Sub-Committee  
(standing committee per bylaws):**

From the Bylaws: *“To be eligible to serve on this Committee, the member must hold either the Certified (CMPE) or Fellow (FACMPE) designation from the ACMPE. The Chair of this subcommittee shall act as the College Forum Representative of the ACMPE for the State of Oregon. This Committee shall work to foster interest and participation in the ACMPE.”*

**Committee MISSION:** To promote MGMA/ACMPE membership through communication, coordination and membership support for ACMPE activities with OMGMA. To provide support activities and a professional network of mentors for ACMPE members in OMGMA with access to resources to help enrich the professional development of all OMGMA members

#### **RESPONSIBILITIES**

1. Responsibility to develop and monitor committee’s ACMPE budget and expenses to ensure good stewardship.
2. Coordinating and updating website content concerning ACMPE membership.
3. Coordinating and updating ACMPE promotional material.
4. Ensure OMGMA representation at regional medical management meetings and conferences.
5. Serve as a resource to OMGMA regarding professional development activities.
6. Promote ACMPE board certification and Fellowship.
7. Provide support to all OMGMA ACMPE members.
8. Conduct membership recruitment, retention and ACMPE advancement.
9. Represent OMGMA at ACMPE assembly and state’s outreach programs as requested.
10. Work with MGMA/ACMPE to jointly plan OMGMA/ACMPE activities.
11. Committee Chair attends OMGMA Board meetings to check pulse of the organization.
12. Complete all other requested tasks or projects as assigned by OMGMA President.

#### **ACMPE College Forum Representative**

The College Forum Representative position is appointed by the OMGMA Board of Directors. To be eligible candidate will hold either CMPE or FACMPE status. If a non-board member is appointed as the College Forum Representative, then the position is an ex-officio member of the board. If the Board of Directors

appoints an OMGMA board member to fill this position, then the ACMPE College Forum Representative is a voting member of the OMGMA Board of Directors. This person will serve as the committee chairperson for the ACMPE subcommittee. Specific OMGMA ACMPE College Forum Representative job description is available. ACMPE also has a job description for the ACMPE College Forum Representatives.

Encourage members seeking certification; be available to assist in their journey and congratulate them once CMPE certification is achieved and publish their information in the OMGMA quarterly newsletter.

Encourage and assist CMPE certified members seeing Fellowship status. Congratulate them once FACMPE level is achieved and publish their information in the OMGMA quarterly newsletter.

Present at Annual OMGMA and/or Regional conferences as requested.

Attend Annual Conference. Spend time at the MGMA booth with the MGMA state liaison. Be available to answer questions by OMGMA members about the certification process.

Present at OMGMA Member Business meeting – ACMPE accomplishments for the year.

Give thanks to your committee members who helped during the year.

The ACMPE College Forum Representative shall be encouraged to attend the MGMA State Leaders Conference as approved by the Board. Expenses are reimbursed for registration, lodging, travel and meals when not provided at the meeting.

This position's email address is [ACMPErep@omgma.com](mailto:ACMPErep@omgma.com). This email will be passed to subsequent Oregon forum reps.

If the Forum Rep is unable to attend OMGMA events, a subcommittee member will be delegated to attend and be eligible for stipend and reimbursement as appropriate.

Time Line of Activities of ACMPE Forum Rep

<b>January</b>	Start Fellowship work group Attend MGMA State Leaders Conference
<b>February</b>	Hold regularly scheduled study group calls as needed for both CMPE nominee's preparing to test and those working on Fellowship submission papers
<b>March</b>	
<b>April</b>	Present ACMPE updates and certification information at Annual Conference as requested.
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	
<b>October</b>	Be present at ACMPE Fellows' Convocation and Dinner at National MGMA Conference if in attendance
<b>November</b>	Prepare for CMPE education.
<b>December</b>	
<b>MONTHLY</b>	Attend monthly Board meeting and give ACMPE update  Review monthly MGMA email regarding activities to complete that month.

	<p>Send ACMPE Update newsletter through all avenues available -- Portland Healthcare Forum, OMGMA blast, OMGMA Newsletter, others when identified (Sample below)</p> <p>Review Monthly report of new and advancing ACMPE members  For new nominees: Send email to Executive Director to send emails and cards. (see below)</p> <p>For new FACMPE: Call them to congratulate.</p>
<b>Ongoing</b>	<p>Provide individual support for members pursuing certification and fellowship.</p> <p>Provide support to committee members hosting study groups.</p> <p>Maintain a group of ACMPE mentors, those who have attained certification and/or fellowship and are willing to pay back to the profession. Remind them of the assistance they received while working on their achievement.</p> <p>Monitor and answer emails to <a href="mailto:ACMPErep@omgma.com">ACMPErep@omgma.com</a></p> <p>Attend (or send delegate) to the MTO meetings. Give brief presentation on certification and OMGMA's support of professional development.</p> <p>Assist members &amp; non-members with their Fellowship journey.</p>

**New nominee email:**

You've done it. You've taken the first step in the ACMPE certification process. As your Oregon ACMPE Forum Representative, I'm here to help you through the process.

Currently there are a couple Oregon study groups available to attend. There is also the MGMA study webinar series available through MGMA at no cost.

If you haven't already, I suggest taking the Knowledge Assessment available through the MGMA store. This will give you an idea of any weaknesses you have and where to focus your study efforts.

Let me know if you have questions.

Sincerely,  
Your Name Here Oregon ACMPE Forum Representative

**New CMPE card:**

Congratulations on attaining certification. You should be proud. Enjoy your accomplishment. When you are ready to pursue fellowship, I am here to help.

Sincerely,  
Your Name Here Oregon ACMPE Forum Representative

**Sample ACMPE monthly newsletter contribution:  
ACMPE November Update**

Question from the Body of Knowledge (BOK) and possible exam question. Do you know the answer?

**What is professional development?** Answer at the bottom.

### **Help me congratulate the Oregon 2015 ACMPE Fellows**

**Nancy M. Hardies, MBA, FACMPE, Portland, OR**

**Meagan A. Schuette, MPA-HA, FACMPE, Portland, OR**

### **New Oregon CMPEs advancing in September and October 2015**

**Melissa Cantwell, MHA, CMPE, Ashland, OR**

**Bruce Budmayr, CMPE, Grants Pass, OR**

**Christi R. Siedlecki, MSN, RN, CMPE, Grants Pass, OR**

**Attention:** Nominees, Certified members and Fellows enter your continuing education (CE) hours in your online transcript. Deadline to log qualifying hours is December 31, 2015. 50 CE hours are required for the three year period ending 12/31/15.

**Still need credits?** How do you earn it? [View numerous qualifying activities](#)

### **CERTIFICATION UPDATE**

Exam sites can be found [online](#). Registration including registration deadline information is located on [www.mgma.com/exams](http://www.mgma.com/exams).

ACMPE suggests using these resources for examination preparation:

- Exam Workbook: Current Addition
- [Body of Knowledge Review Series](#)
- [Knowledge Assessment: Current Addition](#)
- [Body of Knowledge flash cards](#)

**Business Partners/Exhibitor Chair, Sub-Committee  
(standing committee per bylaws):**

[From Bylaws] *“The Committee will serve as a liaison between the Board and business partners, exhibitors and sponsors in order to recognize the vital role they play in allowing the Association to provide informative and educational seminars to members.”*

#### **Sub-Committee MISSION**

The Committee shall promote vendor sponsorship and participation at the OMGMA conferences. The committee will devise, implement and oversee a program that will add, maintain and encourage vendor participation.

#### **Sub-Committee RESPONSIBILITIES**

1. Committee Chair has obligation to compose a geographically diverse committee to ensure statewide membership representation.
2. Responsible to establish point of contact for vendor questions and resources throughout the calendar year.
3. Network with Exhibitors throughout the year. Encourage Exhibitors to become an OMGMA Partner.
4. Continually build opportunities for OMGMA Partners to network with organization.



5. Oversee the OMGMA Executive Director in Coordinating and updating website with current conference vendor packets.
6. Oversee the OMGMA Executive Director to prepare and deliver the conference exhibitor information packets to potential sponsors in a timely manner.
7. Oversee the OMGMA Executive Director in follow-up of exhibitor signed contract and registration fees paid by the time of conference.
8. Oversee the OMGMA Executive Director in the development of the Sponsorship Price List for Annual Conference. Once the projected budget is set for the fall conference, the sponsorship price list to include in the exhibit/vendors packet should be developed. The President and President-Elect will work on this with the Exhibitor Chair(s). Each sponsorship line item should cover the majority of the cost for each item as projected.
9. Oversee the OMGMA Executive Director to work with conference hotel/convention center to ensure exhibitor hall space is adequate and organized.
10. Oversee the OMGMA Executive Director to seek competitive bids for set-up of exhibit booths, pipe and drape. (Unless contracted by the hotel/convention center where the conference is held.)
11. Present bid(s) to OMGMA Board for approval of payment if separate from hotel/convention center contract.
12. Confirm set-up of exhibit tables with the Executive Director with mapping 2-3 weeks prior to conference for the hotel/convention center staff.
13. Be present for set-up of exhibit tables following the mapping diagram reviewed and approved prior to conference.
14. Be present for vendor questions at time of exhibitor set-up.
15. Be present / work with OMGMA Executive Director for exhibitor problem solving throughout conference and at tear down.
16. Chair & Co Chair assist with exhibitor prize distribution at conference.
17. Hold a Sponsor/Partner/Exhibitor meeting as needed following the Annual conference. Meeting should include Executive board, Exhibitor Chair & Co-Chair and invited Sponsors/Partners/Exhibitors.
18. Continue to build opportunities for Partners to network with organization.
19. Oversee and approve articles from Partner's which may be submitted for posting on OMGMA website or newsletter.
20. Attend board meetings and other meetings as directed by President.

Time Line of Activities of Exhibitor Chair(s) will vary based on scheduled conference dates

<b>July</b>	
<b>August</b>	
<b>September</b>	
<b>October</b>	Oversee Executive Director in preparing Sponsor/Exhibitor upcoming annual conference packets
<b>November</b>	Help to solicit exhibitor and sponsor participation at annual conference
<b>December</b>	Help to solicit exhibitor and sponsor participation at annual conference Help to solicit partner renewals and reminders
<b>January</b>	Help to solicit exhibitor and sponsor participation at annual conference Help to solicit partner renewals and reminders
<b>February</b>	Help to solicit exhibitor and sponsor participation at annual conference

	Help to solicit partner renewals and reminders
<b>March</b>	Help to solicit exhibitor and sponsor participation at annual conference
<b>April</b>	Help to solicit exhibitor and sponsor participation at annual conference
<b>May</b>	
<b>June</b>	

**Conference Sub-Committee  
(standing committee per bylaws):**

[From Bylaws] *“The Committee shall be responsible for planning, promoting and presenting the membership meetings, conferences and education sessions of the Association.”*

**Annual / Regional Conference Committee**

Current year’s Regional Conference is co-chaired by the Immediate Past Present along with MGMA State Affiliate(s) President(s). The Regional Conference occurs in alternate years.

President will participate with the planning of the upcoming year’s Annual or Regional Conference, which begins after the current year’s spring conference.

**OMGMA Annual Conference Committee**

The Immediate Past Present serves as Conference Chair or Co-Chair with President-Elect and is the board liaison for the OMGMA Annual Conference Committee. Annual Conference Committee should include, but not be limited to: President-Elect, Exhibitor Chair(s) and Executive Director.

Current Year Conference: The Conference Chair(s) work(s) closely with the Conference Committee regarding speakers, space requirements, number of breakouts, topics, meals, entertainment, etc. The Conference Chair shall work closely with the Treasurer developing and maintaining the conference budget.

The Conference Chair will work out the time schedule for the entire program and produce first draft copy to the Board for review, preferably six months prior to the conference. Upon receiving the final version of the program, he/she will work with the Executive Director regarding printing an appropriate number of copies for distribution to OMGMA members, OMGMA Marketing lists, Speakers, and potential Exhibitors. The Conference Chair(s) will determine the printing needs and will work with the Executive Director to assure needs are met.

The committee will coordinate accommodations for the Board and any other VIPs/presenters.

Government Affairs Committee/Legislative Liaison  
**(standing committee per bylaws)**

[From Bylaws] *The Government Affairs Committee shall actively participate in various levels of government to represent and support the interests of its members. The Committee shall keep members informed about political and regulatory issues that relate to the industry.*

The Legislative Liaison Chairs the Government Affairs Committee and oversees all activities of the Committee.

The Legislative Liaison position is appointed by the OMGMA Board of Directors. If a non-board member is appointed as the Legislative Liaison, then the position is an ex-officio member of the board. If the Board of Directors appoints an OMGMA board member to fill this position, then the Legislative Liaison is a voting member of the OMGMA Board of Directors. This person will serve as the committee chairperson for the Government Affairs Committee. The Immediate Past President shall serve as the Board Liaison to the Government Affairs Committee if there is not a current, active Legislative Liaison.

The Government Affairs Committee represents the OMGMA by accepting speaking engagements on Governmental Affairs and regulatory matters affecting health care. The Committee monitors activities of the Oregon State Legislature and US Congress. Members of the Committee develop ongoing relationships with the MGMA Government Relations Committee and the Oregon Medical Association and take part in available conference calls relating to health care legislation. The OMGMA Government Affairs Committee develops and updates content relating to legislative and regulatory issues for the Legislative section of the OMGMA website. Committee members may be asked by the OMGMA Board to attend national conferences, including MGMA Council of State Leaders. Expenses for the COSL meeting are reimbursed for registration, lodging, travel and meals when not provided at the meeting. Committee members recommend the OMGMA position to government officials on appropriate legislation affecting healthcare. At times, this may include testifying before Oregon State Legislature subcommittees. The OMGMA Government Affairs Committee communicates the approved OMGMA position to the membership in a simple and straightforward way and encourages them to contact their senators and representatives regarding issues.

The Legislative Liaison may form Sub-Committee(s) needed to complete the legislative goals of the OMGMA. The sub-committees may be but not limited to:

- Political Education via the Legislative section of the OMGMA website
- E-mail list serve
- OMA day at the Capitol - during the biannual full legislative session. This activity is only held every other year.
- MGMA Governmental Affairs Seminars and Conference Calls

The OMGMA Government Affairs Committee is encouraged to include the full OMGMA membership as much as possible in the activities and duties assigned. This increases interest and improves the education level of the membership.

Time Line of Activities of Government Affairs Committee/Legislative Liaison

<b>July</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>August</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>September</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>October</b>	OMA Fall Forum Participate in OMA/MGMA Legislative Committee as needed
<b>November</b>	Participate in OMA/MGMA Legislative Committee as needed

<b>December</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>January</b>	Attend MGMA State Leaders Conference in Denver Participate in OMA/MGMA Legislative Committee as needed
<b>February</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>March</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>April</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>August</b>	Participate in OMA/MGMA Legislative Committee as needed
<b>September</b>	Participate in OMA/MGMA Legislative Committee as needed

Networking / Regional Outreach Committee:

This committee is assigned the task of arranging outreach meetings to all geographic areas of Oregon. These meetings will include education and networking opportunities for current and future OMGMA members presented in multiple locations. It is the goal of this committee to create interest and participation of OMGMA members who do not have the opportunity to regularly participate with the organization due to travel restrictions. Outreach can be delivered through in-person events, webinars, or other methods as they become available to the organization.

Time Line of Activities of Networking / Regional Outreach Committee

*\*Timeline is subject to nature of events planned and conference dates annually.*

<b>July</b>	
<b>August</b>	
<b>September</b>	
<b>October</b>	<ol style="list-style-type: none"> <li>1. Identify and present to BOD recommendations for events and locations for upcoming year at strategic planning meeting</li> <li>2. Send email to all sponsors and partners seeking sponsorship support and speaker input.</li> </ol>
<b>November</b>	
<b>December</b>	As needed, collaborate with Executive Directory to prepare marketing for upcoming year's events. Ensure speaker topic summaries and bios are obtained in advance and provided for marketing materials. Ensure website is updated with event.
<b>January</b>	
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>June</b>	

Membership Committee  
**(standing committee per bylaws)**

[From Bylaws] *The Committee shall be responsible for all aspects of maintaining and increasing membership in the Association. The Committee will devise, implement and oversee a program that will add, maintain, and mentor members*

The Membership Committee consists of the Membership Chair appointed by the Board. The Membership Chair may choose additional committee members at his/her discretion as approved by the Board.

**Committee Mission**

The Committee shall be responsible for all aspects of maintaining and increasing membership in the Association. The Committee will devise, implement and oversee a program that will add, maintain, and mentor members.

**Responsibilities**

1. Committee Chair has obligation to compose a geographically diverse committee to ensure statewide membership representation.
2. Responsibility to develop and monitor committee's budget and expenses to ensure good stewardship.
3. Coordinating and updating website content concerning membership issues.
4. Coordinating and updating promotional material.
5. Ensure OMGMA representation at regional medical management meetings and conferences.
6. Welcome new members with a call to answer any questions as well as invite them to all upcoming events.
7. Identify a group of established members and past leaders to help mentor new members into OMGMA.
8. Prepare, implement and coordinate new membership drive ideas.
9. Coordinate with education committee to encourage student membership and administer scholarships.
10. Work with Executive Director to contact members who have not renewed their membership.
11. Work with Executive Director to broadcast membership information such as renewals and membership drives.
12. Work with Executive Director to ensure welcome letter and packet are sent to new members. Call new members directly to welcome them.
13. Develop a membership retention plan. Written membership retention plans help measure and guide efforts. Include retention goals, tactics, special activities and resources.
14. Recognition of membership and career milestones, including MGMA National Recognition Awards.
15. Interact with local OMGMA chapters and discuss the possibility of a collaborative membership project.
16. Coordinate with other committees to maximize membership enhancement opportunities and efficiency within the organization.
17. Committee Chair attends OMGMA Board meetings to check pulse of the organization.
18. Complete all other requested tasks or projects as assigned by OMGMA President.
19. Be willing to prepare a Board Message for the Association Newsletter and/or website, as assigned by the President.

**Time Line of Activities of Membership Committee**

<b>July</b>	Follow up on anniversary member renewals.
<b>August</b>	Follow up on anniversary member renewals.
<b>September</b>	Follow up on anniversary member renewals.
<b>October</b>	Follow up on anniversary member renewals.
<b>November</b>	Attend Strategic Planning Meeting

	Discuss whether a formal membership drive should be developed for next year. If so, present ideas to the Board and coordinate materials for inclusion in renewal packets.
<b>December</b>	Follow up on anniversary member renewals.
<b>January</b>	Follow up on anniversary member renewals.
<b>February</b>	Follow up on anniversary member renewals. Plan New Member Orientation at Annual Conference Call for Life Membership nominations
<b>March</b>	Follow up on anniversary member renewals. Review Life Membership nominations and prepare for presentation at Annual conference. Prepare for Annual conference including report on membership activities
<b>April</b>	Follow up on anniversary member renewals. Review Life Membership nominations and prepare for presentation at Annual conference. Prepare for Annual conference including report on membership activities
<b>May</b>	Follow up on anniversary member renewals.
<b>June</b>	Follow up on anniversary member renewals.

ONGOING:  
 Outreach to professional organizations  
 Outreach to Students

## Marketing/Technology Committee

This committee is responsible for items related to the marketing of OMGMA and has the responsibility to live up to the OMGMA's tagline *"OMGMA, the local network for what you need to know in medical practice management."*

Technology Committee is responsible for maintaining functioning infrastructure and timely, relevant content of OMGMA's website and social media platforms. Committee members should actively seek fresh content from the membership and other pertinent organizations such as list serves, forums, and publications. The OMGMA website must provide organizational transparency for its members. Bylaws, meeting minutes and other organization documents should be published on the members-only section of the website. Committee members will submit all website infrastructure changes and material content update changes to the President for approval prior to publication.

Committee is responsible for identification and distribution of information pertinent to members, prospective members, partners and the Oregon healthcare community at large.

The Technology Committee will oversee the preparation of the annual conference electronic surveys to be distributed to the attendees and exhibitors eliciting feedback for ways OMGMA can improve future conferences.

Technology Committee should include the Marketing/Technology Committee Chair, Executive Director and OMGMA member volunteers.

## Time Line of Activities of Technology Committee

<b>July</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>August</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>September</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>October</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>November</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>December</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>January</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>February</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>march</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>April</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>May</b>	Post Facebook/LinkedIn news items at least once a week/month.
<b>June</b>	Post Facebook/LinkedIn news items at least once a week/month.

### Ongoing:

Annually review marketing materials

## List of Past OMGMA Meetings

- 1986 S Shilo Inn - Seaside, Oregon  
F Salishan Lodge - Gleneden Beach, Oregon
- 1987 S Rippling River at Bowman's - Welches, Oregon  
F Valley River Inn - Eugene, Oregon
- 1988 S Jantzen Beach Red Lion - Portland, Oregon (Joint Meeting)  
F Salishan Lodge - Gleneden Beach, Oregon
- 1989 S Sunriver - Sunriver, Oregon  
F Greenwood Inn - Portland, Oregon
- 1990 S Valley River Inn - Eugene, Oregon  
F Rippling River at Bowman's - Welches, Oregon
- 1991 S Eugene Hilton - Eugene, Oregon  
F Salishan Lodge - Gleneden Beach, Oregon
- 1992 S Ashland Hills Inn - Ashland, Oregon  
F Sunriver - Sunriver, Oregon
- 1993 S Skamania Lodge - Stevenson, Washington  
F Portland Hilton - Portland, Oregon (Joint Meeting)
- 1994 S Seaside Convention Center (Shilo Inn)-Seaside, Oregon  
F Inn at the Mountain - Welches, Oregon
- 1995 S Valley River Inn - Eugene, Oregon  
F Sunriver - Sunriver, Oregon
- 1996 S Portland Marriott - Portland, Oregon (Western Section & OMGMA)  
F Salishan Lodge - Gleneden Beach, Oregon
- 1997 S Ashland Hills Inn - Ashland, Oregon  
F Skamania Lodge - Stevenson, Washington
- 1998 S Valley River Inn - Eugene, Oregon  
F Resort at the Mountain - Welches, Oregon
- 1999 S Seaside Convention Center (Shilo Inn) -Seaside, Oregon  
F Driftwood Shores - Florence Event Center, Florence, Oregon
- 2000 S Sunriver - Sunriver, Oregon  
F Kah-nee-ta Resort - Warm Springs, Oregon
- 2001 S Portland Marriott - Portland, Oregon (Western Section & OMGMA)  
F Ashland Hills Inn - Ashland, Oregon
- 2002 S Valley River Inn - Eugene, Oregon  
F Salishan Resort - Glen Eden Beach, Oregon
- 2003 S Sunriver - Sunriver, Oregon  
F Resort at the Mountain - Welches, Oregon



- 2004 S Double Tree Inn - Portland, Oregon (Joint Oregon/Washington Meeting)  
F Valley River Inn - Eugene, Oregon
- 2005 S Seaside Civic & Convention Center - Seaside, Oregon  
F Seven Feathers Hotel & Casino Resort - Canyonville, Oregon
- 2006 S Hilton - Vancouver, Washington (Joint Oregon/Washington Meeting)  
F Hilton Eugene - Eugene, Oregon
- 2007 S Fairmont Hotel - Vancouver BC, Canada (Joint Oregon/Washington Meeting)  
F Salishan Spa & Golf Resort, Glen Eden Beach, Oregon
- 2008 S Davenport Hotel - Spokane, Washington (Joint Oregon/Washington Meeting)  
F The River House - Bend, Oregon
- 2009 S DoubleTree/Oregon Convention Center - Portland, Oregon (Joint Oregon/Washington Meeting)  
F Seaside Convention Center - Seaside, Oregon
- 2010 S Hyatt Regency Hotel - Bellingham, Washington (Joint Oregon/Washington Meeting)  
F The Resort at the Mountain - Welches, Oregon
- 2011 S Davenport Hotel - Spokane, Washington (Joint Oregon/Washington Meeting)  
F Salishan Spa & Golf Resort, Glen Eden Beach, Oregon
- 2012 S The Nines / Oregon Convention Center, Portland, Oregon (Joint Oregon/Washington Meeting)  
F The Riverhouse Hotel and Convention Center, Bend, Oregon
- 2013 S The Murano Hotel/Tacoma Convention Center, Tacoma, Washington  
(Joint Oregon/Washington Meeting)  
F Chinook Winds Hotel and Casino, Lincoln City, Oregon
- 2014 S Davenport Hotel - Spokane, Washington (Joint Oregon/Washington Meeting)  
F The Red Lion Inn on the River, Portland, Oregon
- 2015 S Hilton & Executive Tower / OR Convention Ctr, Portland, OR (Joint Oregon/Washington Mtg)  
F Hilton Eugene, Eugene, Oregon
- 2016 S Hotel Murano, Tacoma, Washington (Joint Oregon/Washington Mtg)  
F The Red Lion Inn on the River, Portland, Oregon
- 2017 S Davenport Hotel - Spokane, Washington (Joint Oregon/Washington Meeting)  
F The Riverhouse Hotel and Convention Center, Bend, Oregon
- 2018 S DoubleTree – Portland, Oregon (Joint Oregon/Washington Mtg)  
F Seaside Convention Center - Seaside, Oregon
- 2019 S Hotel Murano, Tacoma, Washington (Joint Oregon/Washington Mtg)  
F Graduate Eugene, Eugene, Oregon
- 2020 Annual Conference Cancelled Was to be held at The Riverhouse Hotel and Convention Center,  
Bend, Oregon  
F VIRTUAL: Thrive2020
- 2021 S VIRTUAL: Pacific Northwest MGMA Medical Management Conference

# COMMITTEE MEMBER CODE OF ETHICS

Approved 2019.03

## **Statement of Agreement**

I hereby acknowledge that:

1. While participating in meetings as a committee member, my first allegiance and priority and my fiduciary responsibility and liability are to Oregon MGMA and to its members whom I will be representing.
2. I understand the requirements of the position and the general terms under which I will be asked to serve, as appointed.
3. I have read and will adhere to the Member Code of Conduct.
4. I have read and will adhere to the Attendance Policy.
5. I will exercise reasonable care, good faith and due diligence in organizational affairs.
6. I will inform the Oregon MGMA Board of Directors about my involvement, or that of my company, in any material litigation that could negatively impact the reputation of Oregon MGMA.
7. I will disclose information that may result in a perceived or actual conflict of interest.
8. I will disclose information of fact that would have significance in committee decision-making.
9. I will maintain a professional level of courtesy, respect, and objectivity in all committee activities.
10. I respect the confidentiality of sensitive information including but not limited to: financial information, membership lists or as explicitly stated by Committee Chair, due to my service.
11. I will keep confidential the diversity of opinions as expressed or acted upon by the Board and fellow committee members.
12. I will promote collaboration and cooperation among committee members.

Having acknowledged the above, I agree to serve Oregon Medical Group Management Association, as appointed. I acknowledge the significant commitment of time required in attending at a minimum 75% of all scheduled committee meetings, as well as the time necessary to discharge my duties between meetings

