

**CALIFORNIA SOCIETY FOR
HEALTHCARE
RISK MANAGERS (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

**CHAPTER
MANAGEMENT**

CSHRM Policies & Procedures

2003

COMMITTEE	NO.	TITLE	DATE OF REVIEW/REVISION
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	CM-2	ASHRM/CSHRM Contact	August, 2003
	CM-3	Interim Membership Board of Directors	August, 2003
	CM-4	Annual Corporate Requirements	August, 2003
	CM-5	Election Procedure	August, 2003
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	CM-7	Development, Approval and Review of Policies & Procedures	August, 2003
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**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Annual Report to the Membership

COMMITTEE: Chapter Management

AUTHOR: Nancy Formiconi-Posey

NUMBER: CM-1

DATE: March 1994

DATE OF APPROVAL: June 1996

DATE OF REVIEW/REVISION:
August 2003

POLICY:

It is the policy of the California Society for Healthcare Risk Management (CSHRM) to inform the membership on an annual basis of the activities of the Society in each of the Chapter's Committees.

PROCEDURE:

1. Each Committee Chair is to develop a summary of the activities undertaken in their respective committee and report this information to the membership at the annual business meeting March.
2. The report will be prepared to include the following suggested format:
 - * STATEMENT OF COMMITTEE PURPOSE
 - * COMMITTEE MEMBERS
 - * SUMMARY OF ACCOMPLISHMENTS
3. The report is to be provided to the Education Chair in time sufficient to allow for the printing of the report and its insertion into the program's syllabus.
4. A copy of the prepared report is also to be provided to the Chapter President.
5. See sample attached.

CROSS-REFERENCE: None

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT**

ANNUAL REPORT OF THE _____-COMMITTEE

MARCH __ 200

STATEMENT OF PURPOSE

COMMITTEE MEMBERS

CHAIR:

SUMMARY OF ACCOMPLISHMENTS

Respectfully Submitted,

Committee Chair

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: ASHRM/CSHRM Contact

COMMITTEE: Chapter Management

AUTHOR: Peggy Nakamura

NUMBER: CM-2

DATE: August 21, 1995

DATE OF APPROVAL: 5/28/03

DATE OF REVIEW/REVISION:

August 2003

POLICY:

It is the policy of the California Society for Healthcare Risk Management (CSHRM) to facilitate positive communication with the national organization (ASHRM), in order to best promote the CSHRM Chapter membership on a broader scale and to promote membership development as professionals in the field of healthcare risk management.

PROCEDURE:

1. The Chapter President shall establish contact with the ASHRM Board Liaison to CSHRM shortly after assuming office by contacting ASHRM headquarters and updating the chapter leader information of the CSHRM Board of Directors.
2. The Chapter President shall relay any ASHRM information to the CSHRM Board of Directors at the next-scheduled meeting if possible.
3. The ASHRM Board Liaison will be added to the CSHRM "V.I.P." mailing list by the membership chair and will receive all educational program announcement and newsletters produced for chapter membership.
4. The ASHRM Board of Directors shall receive an invitation to attend the annual education program at his/her own expense.
5. The Chapter President, and/or the ASHRM Board Liaison if available, shall prepare a report for the CSHRM membership at each annual meeting detailing CSHRM/ASHRM activities.
6. The Chapter President shall communicate, as necessary, all CSHRM Board or membership issues or concerns to the ASHRM Board Liaison or applicable ASHRM staff.
7. CSHRM shall maintain 25% of its membership in ASHRM.
8. The CSHRM Membership Chair shall send a list of its members electronically to ASHRM annually on April 1.
9. The CSHRM Secretary shall provide a copy of its Bylaws to ASHRM with a copy of any

amendments or revisions within 30 days of adoption by the Chapter.

10. The CSHRM President shall be a member of ASHRM.
11. CSHRM will comply with Article 14 – Chapter Affiliations of the Bylaws of ASHRM, as a condition of affiliation.
12. CSHRM’s name will not include the initials “ASHRM” or the words “American Society for Healthcare Risk Management” without the prior written approval of ASHRM’s Board of Directors.

CROSS-REFERENCE:

Membership - Mailing list policy

Education-Conference Timetable/Process Attachment to E-5

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Interim Membership
Board of Directors

COMMITTEE: Chapter Management

AUTHOR: Judy S. Ireland

NUMBER: CM-3

DATE: August 28, 1995

DATE OF APPROVAL: October 1995

DATE OF REVIEW/REVISION:

August 2003

POLICY:

In the interest of fairness and in recognition of the present realities of the healthcare industry, the CSHRM Board of Directors adopts the following policy with respect to interim membership in the Society during a change in employment position.

Since membership on the corporations' Board of Directors is predicated upon the board member's being a regular member as defined by the CSHRM Bylaws at §6.1.1 and since the Bylaws provide at §9.5.1 that "Any director shall forfeit his or her office if he or she loses eligibility for membership...", it shall be the policy of the Board that the member of the Board of Directors who, because of a change of position, is no longer eligible for membership in the Society and who fails to reestablish such eligibility within 90 days of such change shall forfeit his or her membership on the Board of Directors.

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Annual Corporate Requirements

COMMITTEE: Chapter Management

AUTHOR: Judy S. Ireland

NUMBER: CM-4

DATE: August 28, 1995

DATE OF APPROVAL:

DATE OF REVIEW/REVISION: August
2003

POLICY:

It is the policy of the CSHRM Board of Directors to take all necessary steps to ensure compliance of the corporation with the requirements of the California Department of Corporations and the Office of the Secretary of State on an annual basis.

PROCEDURE:

1. STATEMENT BY DOMESTIC NONPROFIT CORPORATION

File Statement by Domestic Non-Profit Corporation (see attached sample). The file statement form will be mailed to the Designated Agent for Service of Process of CSHRM to be completed and returned to the Secretary of State's Office. CSHRM's Designated Agent for Service of Process shall be the CSHRM Treasurer.

The form must be filed by December 31 of each year as well as whenever the agent for the service of process and/or his or her address is changed. It is the responsibility of the CSHRM Treasurer to ensure that the form is filed when required.

If the form is not received by the corporation, it is the duty of the corporation to obtain the form from the Secretary of State's Office and complete and return it by the filing date. There is a fee to file, which presently is ten (10) dollars. The form and the check must be mailed to the Sacramento office (it cannot be hand delivered to either the Sacramento or San Francisco office).

The names of the CEO/President, Secretary, and CFO/Treasurer who take office at the beginning of the fiscal year (May 1) should be recorded on the form, along with the name of the Designated Agent for Service of Process.

2. RECORDS OF BYLAW AMENDMENTS

CSHRM Bylaws provide the mechanism by which Bylaws are to be amended. Once the Bylaws have been approved by the membership, the Secretary at the time the amendments were approved shall sign and date a copy of the amendments and place a copy in the corporate record. Each officer and Board members shall receive a copy, and a copy shall be provided to the general membership.

3. ADDRESSES

Office of the Secretary of State
Corporate Filing Division
1230 J Street
Sacramento, CA 95814
916-445-0620

Office to the Secretary of State
455 Golden Gate Avenue
Suite 2236
San Francisco, CA 94102
415-703-2601

CROSS-REFERENCE: None.

Attachment: Domestic Non-Profit Corporation File Statement Form

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Election Procedure

COMMITTEE: Chapter Management

AUTHOR: Becky Bucklen

NUMBER: CM-5

DATE: April 7, 1994

DATE OF APPROVAL: May 28, 2003

DATE OF REVIEW/REVISION:

August 2003

POLICY:

The Election process is an annual event that occurs according to the CSHRM Bylaws.

PROCEDURE:

1. The Board will conduct the election/voting process according to the Bylaws (Section 8.5, 8.6 and Article IX).
2. The President will appoint a Nominating Committee 120 days prior to the Annual Board Meeting. This Committee will function under the direction of the Past President and will include President-Elect, President and Past President if not running for office.
3. The Past President will mail (email, fax or regular mail) a general call requesting suggested nominees for the office of President-Elect and for members of the Board of Directors.
4. Nominees will be required to submit a brief biography and signed *Conflict of Interest Statement* to Past President 30 days before the ballots are mailed.
5. The Professional Ethics Committee will review all biographies and *Conflict of Interest of Statement* forms submitted by all nominees. The Committee will forward a recommended nominee list to the Past President.
6. The Nominating Committee will develop a slate of nominees based on the following:

- a. Current membership in CSHRM;
 - b. Recommendation from the Professional Ethics Committee; and,
 - c. Other guidelines as established by the Board
7. The ballots will be mailed first class at least 30 days prior to the Annual Board Meeting.
- a. The mailing includes: a cover letter, a ballot on original CSHRM stationary, a biography of the candidates and a postage-paid return envelope. Other CSHRM related information may be mailed at the same time.
 - b. The ballot will have instructions on how to complete the ballot and the date by which the ballot must be returned. *No copies of the ballot will be accepted.* All of the voting requirements will be described in a cover letter.
8. Election votes will be tallied by two members of the Nominating Committee past the established cut-off date.
9. Results will be announced by the President-Elect at the Annual Board Meeting.

CROSS-REFERENCE: CM-9: Composition and Duties of Professional Ethics Committee

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: CSHRM Endorsements

COMMITTEE: Chapter Management

AUTHOR: Nancy Formiconi-Posey

NUMBER: CM-6

DATE: March 1993

DATE OF APPROVAL: June 1996

DATE OF REVIEW/ REVISION:

August 2003

POLICY:

It is the policy of CSHRM to consider upon request, CSHRM endorsement of educational programs/products produced by other non-profit professional organization.

PROCEDURE:

1. Educational programs/products from other organizations will be considered for CSHRM endorsement if:
 - a. The program content or product reflects the educational needs and interest of the CSHRM membership;
-AND-
 - b. The sponsoring organization is a not-for-profit or professional organization.
2. Requests for CSHRM endorsement will be forwarded to the CSHRM President.
3. The President will assess the educational program/product offered and the entity making the request.
 - a. The president has the authority to authorize or deny the request for endorsement.
 - b. Any question regarding the status of the entity or content of the program will be referred to the CSHRM Board for discussion and resolution.
4. This policy does not preclude CSHRM having a designated Vendor Table at the Educational Conferences and/or CSHRM solicitation for financial support.

CROSS-REFERENCE: None

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Development, Approval and Review
of CSHRM Policies & Procedures

COMMITTEE: Chapter Management

AUTHOR: Nancy Formiconi – Posey

NUMBER: C-7

DATE: June 1994

DATE OF APPROVAL 5/28/03

DATE OF REVIEW/REVISION:

August 2003

POLICY:

To define CSHRM's activities and operations, policies/procedures and guidelines are developed, approved and reviewed.

PROCEUDRE:

1. Policy/Procedure development may be initiated by any Board member.
 - * The document will be drafted per CSHRM's approved format (see attached).
 - * The drafted policy/procedure will be brought to the Board for approval.
2. Policy/Procedure approval will be accomplished by Board discussion and vote with simple majority favor.
3. Policy/Procedure will be reviewed and if necessary, revised annually at the CSHRM Board Retreat.
4. The Committee originating the policy will conduct an annual review of its policies and revise/obtain Board approval as needed.

CROSS REFERENCE: None

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE:

COMMITTEE:

AUTHOR:

NUMBER:

DATE:

DATE OF APPROVAL

DATE OF REVIEW/REVISION:

POLICY:

PROCEDURE:

- 1.
- 2.
- 3.

CROSS-REFERENCE:

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Guide to Role and Responsibilities of Officers and Committee Chairpersons

COMMITTEE: Chapter Management

NUMBER: CM-8

DATE OF REVIEW / REVISION:
August 2003

POLICY: To provide a guide for the Officers and Committee Chairpersons to ensure activities are consistent with the goals and objectives of the organization; to provide committee continuity from year-to-year; and to ensure oversight as set forth in the bylaws and policies and procedures.

President

The President provides leadership to the organization and is responsible for assuring that the activities are compliant with the bylaws and are in line with the purpose and goals and objectives of the organization. In addition, the President will:

- Preside at all business meetings and meetings of the Board of Directors and shall only vote to break a tie.
- Serve as a liaison to ASHRM, affiliated chapters and other professional organizations.
- Oversee and direct the CSHRM and ASHRM scholarship application program.
- Oversee and direct the application process for the ASHRM Chapter Recognition Awards.
- Communicate with the membership whenever necessary to keep them informed of Society activities.
- Oversee the membership process; provide consultation to the Membership Chair.
- Oversee the fiscal process to assure appropriate and timely accounting; provide consultation to the Treasurer..
- Appoint the Nominating Committee
- Assure that the organization is in compliance with the ASHRM standards for Chapter Management.

- Appoint the Professional Ethics Committee at the beginning of the term of office and Serves as ex-officio member of the Professional Ethics Committee.
- Perform all other duties as customarily pertain to the office.

President-Elect

The President-Elect shall assist the president in carrying out his/her duty. During the year in this position, the President-elect is charged with learning all aspects of the Society in order to strengthen their leadership abilities when the office of President is assumed. In addition, the President-Elect will:

- Preside over any business meeting and meeting of the Board of Directors when the President is unable to attend.
- Oversee the Education program plan and activities, including annual conference and outreach programs; actively participate as the chair, co-chair or member of the Education Committee. Assure compliance with the ASHRM standards of Education.
- Administers the ASHRM and CSHRM scholarship awards as approved by the Board.
- Oversee the Sponsorship program; provide consultation to the Sponsorship Chair.
- Perform all other duties as defined by the President.

Past President

The Past President holds an important role in the Society in assuring that continuity is maintained in the transition of leadership. In addition, the Past President will:

- Assist with Strategic Planning.
- Assist as a liaison to ASHRM.
- Direct the functions of the Nominating Committee.
- Oversee the Communication process and assure that the organization is in compliance with ASHRM Communication standards; provide consultation to the Communication Chair.
- Provide consultation to the Secretary.

Secretary

The Secretary takes minutes at all meetings and meetings of the Board of Directors. In addition,

the Secretary will:

- Organize & Maintain all of the organization's electronic records for seven (7) years (longer if required by law) and arranges for safe storage.
- Oversee the maintenance of the storage unit and disposal of stored records according to CM-12 Retention of Records.
- Keep a record of all the proceedings of the organization (minutes).
- Keep on file all committee reports.
- Make the minutes available to the membership on request.
- Maintain a current and historic record of the Society's bylaws.
- Conduct the general correspondence of the Society (that which is not already a function of other Officers).
- Notify, as designated, the Officers, Board of Directors and Membership of all regular, special, and annual meetings as to date, time and place.
- Notify the postal box company upon change of Board Secretary and forwarding address.

Treasurer

The Treasurer is responsible for managing the monies and accounts of the organization. The Treasurer will:

- Maintain a complete record of all dues, income, expenses, assets and liabilities of the Society.
- Prepare financial statements as required by the Board of Directors at the Society's annual meeting.
- Arrange for an annual financial review of the Society and shall provide the materials needed for said audit. A Committee of the President and two members shall conduct a random check audit after the close of the fiscal year, 4/30.
- File or arrange to have filed all required governmental documents, such as taxes and non-profit corporation statement. Arrange for outside Tax Preparer to file Federal & State Non-profit Tax return, at a reasonable cost for a small, non-profit organization.
- Make deposits and pay bills upon receipt in a timely manner
- Advise Board on fund management.

Education Committee Chair

The Chairperson of the Education Committee will have the responsibility of planning all education programs and activities for the organization. This includes all plans for the annual meeting and Bridges programs. In addition, this Chairperson will:

- Provide ongoing education programs and resources to meet members' need for professional growth and development.
- Assure that the Society's educational activities are in concert with and meet the needs and objective of the membership.
- Assure compliance with the ASHRM standards for Education.
- Provide cost-effective activities compatible with the overall budgetary goals of the Society.

Communication Committee Chairperson

This Chairperson is responsible for overseeing and coordinating communications. The chairperson assures that the Society's quarterly newsletter and other publications are sent via email (snail mail if member has no email) to the members on a quarterly basis and posted on the organization's website. In addition, the Chairperson will:

- Oversee and maintain the CSHRMCA.org website on a monthly basis.
- Assure that the Society is in compliance with the ASHRM standard for Communications.
- Solicit articles for publication.
- Serve as a liaison to the Legislative Committee Chairperson to ensure regular publication of pertinent legislative information.
- Serve as a liaison with the other CSHRM Committee Chairpersons so that all-important information is published.

Legislative Committee Chairperson

This Chairperson is responsible for keeping the membership informed of pending and new laws and regulations that affect risk managers. In addition, this Chairperson will:

- Serve as a liaison with the ASHRM and other state chapter Legislative Committees.
- Advise the Board of Directors of pending laws and regulations to which the Board should respond.

- Participate on the Communication Committee to assure regular and frequent publication of pertinent legislative information.
- Act as Parliamentarian and oversee the Rules of Order during Board meetings to assure ethical and fair Board procedure.

Membership Committee Chairperson

The Membership Committee Chairperson serves as the key link between the Board and the membership. This Chairperson will:

- Review all membership applications, and inform the Board if questions of eligibility arise per Bylaws Section 6.1.1
- Monitor collection of membership dues.
- Maintain a current membership roster.
- Publish a membership directory on an annual basis and as needed by the Board
- Provide updated membership mailing lists as needed
- Oversee the membership renewal process.
- Conduct a membership survey at least every three (3) years.
- Support all activities related to membership retention.

Sponsorship Committee Chairperson

The chairperson coordinates sponsorship activities. This includes:

- Solicitation of previous and potential sponsors.
- Maintaining records of past and present sponsors for a minimum of two years.
- Coordination of the sponsor recognition process.

CROSS-REFERENCE: **CM1 Annual Report to the Membership**
 CM2 ASHRM/CSHRM Contact
 CM4 Annual Corporate Requirements
 CM5 Election Procedure
 CM9 Composition & Duties of the Professional Ethics

Committee
CMF-5 Review of Fiscal Records
CMF-6 Postal Box Management
CMF-7 Donated Time Records

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

**TITLE: Composition and Duties of the
Professional Ethics Committee**

COMMITTEE: Chapter Management
AUTHORS: Dee Aguilar, Carol Ann
Lemmon, Peggy Nakamura, Hope Thompson
NUMBER: CM-9
DATE: 5/1/00
DATE OF APPROVAL: 5/2/00
DATE OF REVIEW/REVISION:
August 2003

POLICY:

The Professional Ethics Committee is charged with the responsibility of advising the board in policies and matters concerning professional responsibility as specified in the Bylaws and Conflict of Interest Policy.

PROCEDURE:

1. All minutes, proceedings, written records and deliberations of the Committee pertaining to review of conflict of interest statements, disciplinary action, conduct of members or other such sensitive matters are confidential and may not be disclosed or released by any officer, board member, or committee member.
2. The Committee shall be composed of three voting members who are current members of CSHRM and the President of the Board who serves as an ex-officio member.
3. The Committee shall be appointed annually by the incoming President and shall serve during that President's term.
4. Qualifications to be considered for membership include: current membership in CSHRM, past presidents or board members of CSHRM or those with professional ethics or professional board experience.

5. The Committee shall meet at least annually to review the *Conflict of Interest Statements* provided by potential board candidates and make recommendations to the Nominating Committee. The Committee may also be convened to address professional ethics referrals.
 - Committee members who are being considered for the ballot shall abstain from discussion and voting on this matter.
 - The Past-President will serve as the ex-officio member when the Committee convenes to discuss issues involving the President.
6. The Executive Committee (Bylaws 12.2.1) will assure *Conflict of Interest Statements* are signed annually by all directors and board committee members. *Conflict of Interest Statements* for returning directors and appointed committee members will be submitted to the President and filed with the official Board documentation. Review of these statements by the Professional Ethics Committee shall only be conducted if potential conflicts or problems arise.
7. When matters of confidential nature are to be discussed, the Professional Ethics Committee will adjourn the regular part of the meeting and begin an executive session. The minutes the executive session will be separated from the rest of the regular committee minutes. The minutes will be sent to the Board President, who will appropriately summarize the outcomes for the purposes of the Board minutes. The Board President will maintain the executive session minutes and records in a separate file in the chapter archive. Executive session minutes and records will not be disclosed.
8. At the end of each term year, the committee will review all policies and procedures pertinent to professional ethics and make recommendations to the Board as necessary.

CROSS-REFERENCE: CM-10: Conflict of Interest
ASHRM Code of Professional Responsibility
CM8-Guide to Role & Responsibilities of Officers &
Committee Chairpersons

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)
BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Conflict of Interest

COMMITTEE: Chapter Management

AUTHOR: Peggy Nakamura

NUMBER: CM-10

DATE: 12/99

DATE OF APPROVAL: 12/29/99

DATE OF REVIEW/REVISION:

August 2003

POLICY:

This Policy describes the standards of conduct required of the members of the Board of Directors and Officers of CSHRM, an affiliated chapter of ASHRM. The Policy applies to the Board of Directors, Officers, and to committees comprised of CSHRM members acting on behalf of the CSHRM Board of Directors. This Policy also outlines the steps that should be taken to meet the applicable standards of conduct as outlined in ASHRM's Code of Professional Responsibility.

PROCEDURE:

I. Duties of the Board of Directors and Officers

A. Ultimate Responsibility

The Board of Directors/Officers (Board) is responsible for overseeing the management of CSHRM and all related activities and operations. Although the Board may, with due care, delegate certain matters to committees or others, the Board remains ultimately responsible for the management of CSHRM.

B. General Duty of Care

The Board members must exercise their powers in good faith, in a manner in which they believe to be in the best interests of CSHRM, and with appropriate care under the circumstances. Some of the steps required to meet this standard include regularly attending Board meetings, reviewing the Board's minutes and other documents provided to Directors, and seeking clarification of matters that are unclear.

C. Reliance on Information Supplied by Others

In performing their duties, Directors may reasonably rely on information provided by qualified Officers of CSHRM or other qualified experts, committees comprised of Directors or other persons whose position justifies reliance and confidence on the part of the Directors. Directors must, however, exercise due care in monitoring such information. For example, if a Director receives information that the Director believes to be inaccurate, the Director has a duty to inquire further and, if the Director still believes the information is inaccurate, to address all concerns to the Board.

D. Confidential Information

Directors will have access to confidential information regarding the affairs, business, and plans of CSHRM. Directors are prohibited from using or disclosing such information, whether or not specifically identified as confidential, for the personal profit or advantage of the Director or anyone else.

II. Conflicts Involving Directors/Officers

If the Board considers entering into a transaction or arrangement with another entity of which a Director is also a director or employee, the following actions must be taken:

A. Conflicting Interests

1. The Director should disclose the potential conflict to the Board as soon as possible but no later than the first Board meeting after the Director discovers the potential conflict.
2. The Board may ask the Director to leave the meeting during discussion of the matter that gives rise to a potential conflict. Even if the Board permits the Director to participate in any discussion regarding the transaction, the Director may not vote on the matter.
3. The Board finds that the transaction is just and reasonable as to CSHRM, taking into account its mission, or is in furtherance of its goals and objectives at the time it is authorized, approved or ratified.
4. The Board must approve or authorize the transaction in good faith by a majority vote of the Directors present at a meeting that has a quorum, not including the vote of the Director with the potential conflict.
5. The Board minutes must state which Directors were present for the discussion and

vote, the content of the discussion, and the resulting vote.

III. Conflicts of Interest Statement: Review

Any possible conflict of interest on the part of any Director, Officer or Committee member shall be disclosed to the other members of the Board and made a matter of record through a written disclosure. All candidates for the Board of Directors or for an Officer of CSHRM shall be required to complete a “Conflicts of Interest Statement” which will, in turn, be reviewed by the Professional Responsibility Committee (Committee.)

IV. Code of Professional Responsibility

CSHRM adopts ASHRM’s Code of Professional Responsibility as may be amended from time to time. (See ASHRM’s Code of Responsibility attached)

The Committee shall deliberate and make recommendations to the Board as to Policy implications as well as serving in an advisory capacity to the Board for any Policy infractions. (See Policy: Professional Responsibility Committee.)

CROSS REFERENCE: None

CSHRM

CONFLICTS OF INTEREST STATEMENT

In accordance with the Conflicts of Interest Policy (Policy) adopted by the Board of Directors of the California Society for Healthcare Risk Management (CSHRM) during the period in which I am a Director, Officer, or Committee member, I will:

1. Remain loyal to CSHRM and act in CSHRM's best interests when I participate in or vote upon any matter involving the business activities of CSHRM and when I represent CSHRM among persons or entities doing or interested in doing business with CSHRM.
2. Not accept or seek from any person or entity doing or interested in doing business with CSHRM a gratuity, favor, benefit, loan, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice.
3. Not use my position, nor any confidential information acquired through or from CSHRM, for my personal profit or advantage.
4. Not enter into financial transactions with CSHRM without first obtaining the necessary Approvals specified in the Policy.
5. Notify the Board of Directors if I acquire or maintain an ownership interest in or serve in a position of responsibility for an entity doing or interested in doing business with CSHRM or an entity which is superior, subordinate or related to CSHRM through ownership or control.
6. Notify the Board of Directors immediately of any circumstances which are or may appear to others to be a conflict of interest.
7. Ensure that members of my immediate family are not engaged in any of the activities contemplated by Paragraphs 1-6 above and report to the Board of Directors any actual or potential conflict of interest involving my family members.

EXECUTED ON: _____, 200_

AT: _____

SIGNATURE: _____

NAME: _____

EMPLOYER: _____

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Awarding of Scholarships to
CSHRM/ASHRM Annual Meetings

COMMITTEE: Education
AUTHOR: Holly Colin
NUMBER: CM -11
DATE: February 11, 1991
DATE OF APPROVAL: 5/28/03
DATE OF REVIEW/REVISION:
August 2003

POLICY:

In order to assure opportunities for ongoing professional development of the membership, CSHRM will award a minimum of two scholarships to the CSHRM annual meeting (tuition and 1 night's lodging) and one to the ASHRM annual meeting (tuition and the equivalent of airfare and a three night stay at the hotel conference single room rate). The reimbursement will be based on submission of hotel and registration receipts. The President-Elect will coordinate this process. The scholarships will be reviewed at the beginning of each fiscal year by the Board to evaluate if funds are available. If there are not enough funds for all three scholarships, the CSHRM scholarships will be awarded first as the organization can afford.

PROCEDURE:

1. Scholarship recipients will be selected based on the following criteria:
 - Membership in the CSHRM for 1 year.
 - Attendance at one CSHRM annual meeting.
2. A drawing at the Annual Conference in March will include only members as of 12/31. Names will be drawn for the number of scholarships available that year, with an alternate name drawn for each scholarship as well.
3. The Board of Directors will select the Scholarship recipients by a simple majority vote .

CROSS-REFERENCE: None.

**CALIFORNIA SOCIETY FOR HEALTHCARE
RISK MANAGEMENT (CSHRM)**

**BOARD OF DIRECTORS
POLICY AND PROCEDURE**

TITLE: Record Retention

COMMITTEE: Chapter Management

AUTHOR: Brooke Z. Bledsoe

NUMBER: CM-12

DATE: February 2003

DATE OF APPROVAL: February 10, 2003

DATE OF REVIEW/REVISION: August 2003

POLICY:

It is the policy of the California Society for Healthcare Risk Management (CSHRM) to retain the organization's business records electronically or in hard copy for at least seven years or longer if required by government statutes and regulations.

PROCEDURE:

1. When possible all business records will be created on electronic programs saved to disks and archived by Fiscal Year.
2. The program software for saved records must also be retained until those records are destroyed by the attrition schedule described below.
3. The business records to be saved electronically include, but are not limited to the following: Board Agendas, Minutes, Check registers, Financial Reports, Tax returns, Email Correspondence addressed to the Board from the membership, Conference materials, and Membership list as of April 30,
4. Hard copy records should be limited whenever possible, but should include the invoices and receipts as back up to the disbursements on the check register, the signed Conflict of Interest Statements of each Board Member of each fiscal year, and the BRN required documentation (Conference evaluations, sign in sheets, & brochure), and hard copy correspondence addressed to the Board.
5. The Secretary of the Board of Directors will be the custodian of the records and shall be responsible to pass the records on to the subsequent elected Secretary.
6. Each year the Secretary will destroy the 7th year of records unless longer retention is mandated by government requirements