



## HFMA Committees and Groups

The primary purpose of the HFMA's national committees and special interest groups is to provide a source of expert knowledge on healthcare finance and governance matters that can be used to develop and represent the Association's professional interests. The committees are populated by finance professionals and representatives from key organisations such as the Department of Health, National Audit Office, Monitor, Trust Development Authority, Care Quality Commission and NHS England.

The committees monitor developments in healthcare finance, share knowledge and best practice, debate pertinent issues and identify projects and activities that are of value to the wider HFMA membership. Committee outputs are wide-ranging and include responses to consultation papers, publications, events, briefings, surveys, e-learning modules and presentations.

### Responsibilities and Benefits: HFMA Committee and Group Members

Committee members are at the forefront of the HFMA's policy and technical activities and have opportunities to influence and contribute to our agenda. It also provides invaluable opportunities to meet with colleagues from across a range of healthcare organisations.

Membership does however come with responsibilities and if our committees are to be effective, it is essential that members are clear about what their role involves and how they are expected to contribute. Set out below are the requirements and responsibilities of being involved, as well as some of the benefits.

### Requirements and responsibilities

- Members of HFMA committees must have individual membership of the Association. For further details on this please visit [www.hfma.org.uk/membersandpartners](http://www.hfma.org.uk/membersandpartners)
- Most committees meet four times per year; committee members are expected to attend at least three out of four annual meetings
- Members are expected to come to meetings prepared and willing to contribute – discussions are only worthwhile if those present participate fully
- Demand for committee places is high so if a member is unable to attend for three consecutive meetings, HFMA reserves the right to remove them from the membership of the committee and give others a chance to take part
- During the year, there may be requests for comments on consultation papers, views on guidance and involvement in some of the projects which the committees undertake as part of their work programme. Committee members are expected to respond to these requests so that our outputs truly reflect good practice and the views of the wider membership.

## Benefits

- The opportunity to share best practice and learn from others who may have faced similar issues
- Access to the most up-to-date information on particular topics often before the information is released to the wider NHS
- Access to updates from representatives from the Department of Health, Monitor, NHS England, Trust Development Authority, the National Audit Office and others who often attend meetings
- The opportunity to influence and shape policy, guidance and new initiatives
- The chance to contribute to the Association's publications and training materials
- Committee membership contributes to CPD and to personal development.

## Responsibilities and Benefits: HFMA Associate Committee and Group Members

Some of HFMA's national committees and special interest groups have associate members. The purpose of associate members is similar to that of committee members in helping to shape the Association's policy and technical work, but they do not attend meetings. By being a virtual role it also enables more HFMA members to contribute to the work of the Association and may be more appealing to individuals who are unable to travel or who have time constraints. It is expected that some associate members will wish to be considered for full membership of the relevant committee if a vacancy arises.

## Requirements and responsibilities

- Associate members of HFMA committees must have individual membership of the Association. For further details on this please visit [www.hfma.org.uk/membersandpartners](http://www.hfma.org.uk/membersandpartners)
- Associate members will receive all papers sent to the committee and are expected to read and provide comments on them, preferably in advance of the meeting taking place. Comments received will be raised at the meeting
- While there is no limit on the numbers, we do expect associate members to engage with the work of the committees. HFMA reserves the right to remove associate members if their level of contribution is not sufficient
- During the year, there may be ad hoc requests for comments on consultation papers, views on guidance and involvement in some of the projects which the committees undertake as part of their work programme. Associate committee members are expected to respond to these requests so that our outputs truly reflect the good practice and the views of the wider membership.

## Benefits

- The opportunity to share best practice and learn from others who may have faced similar issues
- Access to the most up-to-date information on particular topics sometimes before the information is released to the wider NHS
- The opportunity to influence and shape policy, guidance and new initiatives
- The chance to contribute to the Association's publications and training materials.