MdHIMA Committee Chair Roles & Responsibilities

Annual Meeting Committee

Objectives:

- Act as the liaison between MdHIMA and vendors participating in the Annual Meeting.
- Assist in the coordination of vendor area.
- Organize the Annual Meeting speakers, coordinate the facility arrangements, provide activities for the members including an evening event, and produce the Annual Meeting program for the event.
- Stay within the established budget.

Arrangements Committee

Objectives:

- Work closely with the Education Committee in securing appropriate facilities and accommodations for the three Quarterly Business Meetings.
- Communicate to the MdHIMA membership thru the website the topics and costs for these educational programs.

Bylaws Committee

Objective:

- Assist in updating the MdHIMA Corporate Bylaws if there are revisions/updates to AHIMA’s bylaws.

Clinical Documentation Improvement (CDI) Taskforce

Objective:

- Hold meetings throughout the year to discuss best practices as well as develop and coordinate an educational track at our 2012 MdHIMA Annual Meeting for CDI Professionals.

Credentials Committee

Objectives:

- To maintain the electronic membership database for MdHIMA
• Report statistics on membership at our Quarterly Business Meetings, Annual Meeting, and Monthly Board Meetings.

Data Quality Committee

Objectives:

• Hold monthly meetings to discuss updates regarding changes effecting data quality and case mix strategies.
• Provide educational coding programs to the members of MdHIMA.

Education Committee

Objectives:

• Obtain speakers for the three Quarterly Business Meetings and work closely with the Arrangements Committee for coordination.
• Monitor the educational topics to ensure that all of the required areas of continuing education are covered as well as providing a variety of topics to the MdHIMA membership.
• Monitor the education budget.

eNewsletter/Website Committee

Objectives:

• Publish a bimonthly eNewsletter and distribute to all members.
• Keep membership informed of AHIMA and MdHIMA initiatives, accomplishments, and educational sessions as well as news related to the HIM profession.
• Enhance MdHIMA communication through website eblasts and online surveys.
• Display available career opportunities to members as submitted by potential employers and maintain the job bank.
• Maintain a current calendar of events
• Maintain information related to collegiate programs as submitted by program coordinators/directors.

Finance Committee

Objectives:

• Evaluate income and expenses against the mission of MdHIMA to determine if the needs of the organization are being met
• Prepare budget for next year.
• Continue to review and clarify the financial policies and procedures and submit any findings and/or recommendations to the Policy and Procedure committee to be brought to the board for approval.

Fundraising/Silent Auction Committee

Objectives:

• Plan and organize the Silent Auction which is held during the Annual Meeting.
• Develop and implement other fund-raising initiatives throughout the year.

Legislative Committee/Advocacy Coordinator

Objectives:

• Maintain the MdHIMA’s website regarding legislative/regulatory issues.
• Report on current legislative issues affecting MdHIMA’s membership.
• Attend any AHIMA Advocacy webinar training sessions throughout the year.
• Attend AHIMA Hill Day with the MdHIMA Delegates and follow-up as needed with state legislators and/or other state officials.

Nominating Committee

Objectives:

• Recruit a slate of candidates for positions on MdHIMA’s Executive Board. Prepare final ballot for membership to electronically vote on.
• Recruitment should begin no later than the December Quarterly Business Meeting.
• Electronic ballots should be sent out to membership no later than 30 days prior to the Annual Meeting.
• Present all candidates to the membership. Election of nominees shall be by electronic ballots of the active members in good standing.

Personal Health Record Committee

Objectives:

• Promote the Personal Health Record at the state level by participating in AHIMA’s Community Education Campaign (CEC).
• Provide educational sessions as needed throughout the year.

Policy and Procedure Committee

Objectives:
• Review and revise existing policies/procedures at the request of the Executive Board and submit changes for approval.
• Develop new policies/procedures at the request of the Executive Board.
• Submit all revisions approved by Executive Board to the Website Committee for posting.

Public Relations & Marketing Committee

Objectives:

• Promote the HIM profession and MdHIMA through marketing, recognition of members’ accomplishments, issuance of press releases by local media, and by seeking member participation in the National HIM week.
• Generate interest for HIM students and graduated to attend MdHIMA meetings and to join MdHIMA committees.
• Promote recruitment of individuals into the HIM profession by providing valuable information concerning career opportunities, education requirements, nontraditional paths, and the future direction of the profession.

Resident Agent

Objective:

• Maintain a long-term repository for MdHIMA paperwork.