DUTIES OF THE PRESIDENT
DUTIES OF THE PRESIDENT

The President is a key liaison between AHIMA and MdHIMA. The President takes office on July 1st – June 30th, annually and serves a three-year term (president-elect, president and past president). The MdHIMA President is a delegate of the House of Delegates. Responsibilities include:

- Review, sign, and return Contracts for speakers, events, vendors, facilities, supplies, and any other items for approval.
- Carry signature rights on the MdHIMA checking accounts.
- Facilitate dialogue about important issues through discussions, education, data collection, presentations, position papers, models and scenarios.
- Seek to identify emerging issues and trends and apprise the Board of possible problems and new strategic issues.
- Determine meeting date(s) and conference calls.
- Attend at least 75% of called meetings or conference calls of the Board and Membership.
- Serve as a voting member on the Board of Directors.
- Attend the House of Delegates, Summer and Winter Leadership Symposiums, and Hill Day.
• Establish a level of involvement, meeting/conference calls attendance and expectations, members are expected to participate in at least 50% of activities.

• Review and approve the meeting/conference call agenda and summary.

• Respond to communications in a timely manner.

• Create President Messages for the eNewsletter, Quarterly Business Meetings, and Annual Meeting.

• Upholds the AHIMA/CSA Affiliation Agreement (maintain corporate and federal tax-exempt status, comply with regulatory laws, maintain bylaws and membership as directed by AHIMA, uphold conflicts and dualities of interest, use AHIMA logo, and offer core services to members).

• Compliments AHIMA strategy and initiatives.

• Serve on Finance Committee.

• Facilitate student scholarships and distinguished member awards with the President-Elect and Past-President.

• Upholds MdHIMA policies and procedures.

• Sponsors member recruitment and retention activities.

• Promptly responds to AHIMA i.e.: nominations for AHIMA leadership, Nominating Committee and Triumph Awards; provides AHIMA staff liaison with the names of the Board members, delegates, central office (if
applicable), each year; location, date and contact for MdHIMA annual convention.
DUTIES OF THE PRESIDENT –ELECT
DUTIES OF THE PRESIDENT-ELECT

The President-Elect takes office on July 1st – June 30th, annually and serves a one-year term. The MdHIMA President-Elect is a delegate of the House of Delegates. Responsibilities include:

- Accept, sign and return the AHIMA/CSA Affiliation Agreement, Confidentiality & Non-Disclosure agreement and Policy & Procedures on Conflicts and Dualities of Interest forms.

- Attend at least 75% of called meetings or conference calls of the Board and membership.

- Serve as a voting member of the Board of Directors.

- Serve as the Chairman of the Finance Committee.

- Serve as an aide to the President and assume the duties of the President in his/her absence.

- Attend the House of Delegates, Summer and Winter Leadership Symposiums, and Hill Day.

- Prepare the MdHIMA Annual report prior to the MdHIMA annual meeting.

- Prepare the incoming President’s address for the MdHIMA Annual Meeting as well as the MdHIMA website.
. Present the President’s plaque to the outgoing President at the MdHIMA Annual Meeting as well as a gift from the association.

. Select the chairs for the MdHIMA Committees prior to the transitional meeting.

. Facilitate student scholarships and distinguished member awards with the President and Past-President.

. Assist the President in preparing for the transitional meeting held in June.
DUTIES OF THE PAST PRESIDENT
DUTIES OF THE PAST PRESIDENT

The Past President takes office on July 1st – June 30th, annually and serves a one-year term. Responsibilities include:

• Attend at least 75% of called meetings and/or conference calls of the Board and membership.

• Provide support to the President, President elect with board activities and decisions.

• Serve as a voting member on the Board of Directors.

• Submit articles for inclusion in MdHIMA newsletters.

• Respond to communications in a timely manner.

• Accept assignments and adhere to deadlines.

• Actively share information and provide feedback and/or recommendations.

• Facilitate dialogue about important issues through discussions, education, data collection, presentations, position papers, models and scenarios and other techniques.

• Seek to identify emerging issues and trends and apprise the Board of possible problems and new strategic issues.

• Act as Co-Chair for Annual Meeting.
Facilitate Student Scholarships and Distinguished Member Awards with President and President-Elect.
DUTIES OF THE DELEGATES
DUTIES OF DELEGATES

Delegates take office on July 1st – June 30th, annually and serve a two-year term. There shall be 5 delegates; the President and President-Elect who shall serve as Delegates 1 and 2. There shall be 3 delegates elected at large on staggered years, i.e. 2 elected one year, 1 elected the following year. There shall also be an alternate delegate each year should an elected delegate become unable to attend the required meetings and events during the year. Responsibilities include:

- Advocate for the members and the profession.
- Gain knowledge on issues. Communicate and negotiate issues.
- Attend House of Delegates, Summer and Winter Leadership Symposia. Seek feedback from MdHIMA members on AHIMA and HOD activities.
- Visit the State Leader and HOD Communities of practice on a weekly basis.
- Submit articles to eNewsletter regarding the Winter and Summer Leadership Symposia, as well as report out to the Board of Directors about these events.
- Submit delegate report for the Annual Report.

As outlined in the AHIMA Bylaws, Delegate responsibilities include:

- Approve the standards governing the profession.
- Elect the members of the AHIMA Nominating Committee, except the Chairman and appointed members.
• Advise the Board of Directors in the development and modification of association plans

• Approve dues

• Levy special assignments

• Approve standing rules of the House of Delegates

• Approve resolutions
DUTIES OF THE SECRETARY
DUTIES OF THE SECRETARY

The Secretary takes office on July 1st – June 30th, annually and serves a one-year term. Responsibilities include:

- Keep a permanent record of all the proceedings of all Executive Board and Association meetings.
- Attend at least 75% of all called meetings and/or conference calls of the Board and membership. If unable to attend, secures a replacement to record the minutes.
- Serve as a voting member on the Board of Directors.
- Carry signature rights on the MdHIMA checking account.
- Submit approved minutes to the Webmaster so they are posted to the MdHIMA website.
- Handle all correspondence as requested by the Board (For example: sympathy cards, flowers, etc).
DUTIES OF THE TREASURER
DUTIES OF THE TREASURER

The Treasurer takes office on July, 1, and serves a two-year term. Responsibilities include:

- Receive income and approve disbursements of Association money.
- Ensure payment of all bills and requests for reimbursement in a timely manner.
- Ensure and maintain accurate record keeping of accounts and financial records. Provide monthly reports to the Executive Board, quarterly reports to the membership and render an Annual Report.
- Serve as a member of the Finance Committee.
- Obtain renewal of Tax Exempt Status from the State of Maryland as needed.
- Serve as a voting member on the Board of Directors.
- Provide information and work with the Accountant to submit property and income taxes in a timely manner.
- Disseminate information from the Accountant to the Board regarding any/all changes in federal or state law relating to the financial policies of the Association.
Attend at least 75% of called meetings and/or conference calls of the Board and membership. If unable to attend, submit report to President or President-Elect for presentation at meeting.

Submit all books and records, annually, for audit purposes. Follow-up with Accountant to ensure all items have been submitted properly.

Prepare MdHIMA donation letters and checks to all approved HIT programs in the month of December.
DUTIES OF THE DIRECTORS
DUTIES OF THE DIRECTORS

Directors take office on July 1st – June 30th, annually and serve a two-year term. There shall be 3 directors and each year one Director will be elected. The Past-President shall automatically serve as a Director for one year. There shall also be a first year Director and a second year Director. Responsibilities include:

• Serve as a voting member on the Board of Directors.
• Attend at least 75% of called meetings and/or conference calls of the Board and membership.
• Represent MdHIMA at educational programs and/or regional meetings.
• Keep current with relevant trends in Healthcare and in the HIM industry
• Assist as directed with MdHIMA business.
• Coordinate and plan the MdHIMA Annual Meeting.
DUTIES OF AHIMA NOMINATING COMMITTEE
DUTIES OF AHIMA NOMINATING COMMITTEE

It is the job of the AHIMA Nominating Committee to select the best candidates for president/chair-elect and director for the AHIMA Board of Directors, speaker-elect of the House of Delegates, and commissioners for the Commission on Certification for Health Informatics and Information Management (CCHIIM), and the council members for the Council for Excellence in Education (CEE) from a number of qualified candidates. Members will consider each potential candidate's leadership skills and record of commitment to AHIMA's mission.

This candidate must meet the minimum requirements of the Nominating Committee member:

1. Served at least two (2) years on the CSA Board of Directors as an officer
2. Familiarity with HIM professionals throughout the country
3. Proven leadership and governance experience

Additional preferred qualifications:

1. Served another organization’s national or state Board of Directors (American Hospital Association, ACCP, HIMSS, Red Cross, etc).