

POSITION TITLE: IHIMA Delegate

PURPOSE

The AHIMA House of Delegates (HOD) exists to govern the profession of health information by providing a forum for membership and professional issues and to establish and maintain professional standards of the membership. The HOD advises the AHIMA Board of Directors on matters of importance to the membership and to the health information community at large. The Delegate is responsible for providing two-way communications between AHIMA and the IHIMA members. Each Delegate holds one (1) vote at the AHIMA HOD which is to represent the IHIMA membership and Executive Board of Directors. The Indiana Delegation to the AHIMA HOD consists of the President, President-Elect, and three (3) elected Delegates.

QUALIFICATION

Must be an active AHIMA/IHIMA member in good standing both at the time of the election and time of service and with AHIMA credentials. Previous board experience (IHIMA Board, AHIMA Board, and/or other Component Association (CA) Board experience)

APPOINTMENT

Assumes office as of July 1 and ends June 30 annually and serves a **two-year term**. Term of delegates are staggered to maintain continuity in the AHIMA HOD and in the state delegation. No delegate may serve more than two (2) consecutive terms. Serves as an elected Officer of IHIMA.

MAJOR DUTIES & RESPONSIBILITIES

- Becomes familiar with the mission and vision, goals and objectives, policies and procedures of IHIMA and AHIMA.
- Serves as a voting member of the IHIMA Executive Board.
- Advocates for the profession, the members, and the Association.
- Attends all Delegate webinars and team meetings as assigned.
- Solicits input from the membership on issues that will be either discussed or voted on at the HOD.
- Delegates convene prior to the HOD to discuss and clarify issues, if necessary.
- Votes on AHIMA business according to membership input and additional information presented by AHIMA.
- Votes for the AHIMA Nominating Committee and Speaker-elect of the House.
- As an essential aspect of the role, Delegates report to the Executive Board activities of the AHIMA HOD.
- Informs IHIMA membership on AHIMA and HOD activities.
- Serves as a member on the Finance Committee.
- Attends the Transitional Meeting (typically in June/July).
- Attends the AHIMA House of Delegates annual meeting (September/October).
- Operates within established budget. Obtains Board pre-approval for unbudgeted expenses.
- Represents the association at meetings and speaks on behalf of IHIMA and the HIM profession when needed.

CORE COMPETENCIES FOR ALL VOLUNTEERS

AHIMA has identified core competencies for all volunteers:

- **Adheres and advocates** for the AHIMA Code of Ethics, and any other appropriate codes of conduct, values honesty, integrity, and transparency.
- **Demonstrates commitment** to the mission, vision, values, and strategy of AHIMA.
- **Acts as a team player/collaborator**, works well on teams, fosters trust among group members, and adjusts behavior in order to establish relationships with teams. Motivates and desires to improve the quality of service.

- **Respects diversity and fosters inclusion** of all races, cultures, disabilities, ages, and genders equitably, with respect and sensitivity. Ensures all voices are listened to and respected.
- **Presents a positive professional image**, reflects the profession as a confident, proficient, skilled, qualified expert, and qualified authority in HI.

DESIRED ATTRIBUTES

- Enthusiasm for the HIM Profession.
- Recognize the importance of goals, expectations, and deadlines.
- Understanding of AHIMA, IHIMA, the profession, and the industry.
- Strong desire for advancing the HIM profession and AHIMA.
- Possesses critical and strategic thinking skills.
- Has demonstrated leadership skills in a group capacity.
- Excellent written and verbal communication skills.
- Communicates with and engages members.
- Presents a professional image and has high ethical standards.

ESTIMATED TIME COMMITMENT

- Assumes responsibility at beginning of new Board year – July 1.
- Activities are ongoing throughout Board year.
- Estimated time commitment: 5 hours/month*.

*More time will be required prior to and during these events. Must be willing to travel within and outside of Indiana.

- AHIMA House of Delegates annual meeting (September/October). Location to be determined by the AHIMA Conference.
- IHIMA Executive Board Meetings; the Board meets at least five (5) times in the fiscal year, either in-person or virtually. Schedule to be determined by the IHIMA Board. Required to attend at least 75% of the scheduled Board meetings.

Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.