

POSITION TITLE: IHIMA President-Elect (President and Past President)

PURPOSE

The President-elect performs the duties pertaining to the office of President during the President's absence, disability, or inability to act and serves as an officer member of the IHIMA Executive Board. The President-elect is the facilitator for strategic planning of the Association. The President-elect also serves as a delegate/voting member to the House of Delegates (HOD) of AHIMA.

The President presides over all meetings of the Executive Board and all meetings of members; appoints committee chairs; and participates in the strategic planning of the Association. The President is an ex-officio member of all committees except the Nominating Committee. The President also serves as a delegate/voting member to the HOD of AHIMA.

The immediate Past President oversees the activities of the Treasurer and annual budgeting process. The Past President reviews the IHIMA Bylaws for proposed amendments or proposed editorial changes. The Past President also participates in the strategic planning of the Association.

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. One-year term as President-elect after which the individual serves one term as President and finally, one term as Past President. [President-Elect (first year), President (second year), and Past President (third year)] Serves as an elected Officer of IHIMA.

MAJOR DUTIES & RESPONSIBILITIES

As President-Elect:

- Prepares and delivers Incoming President's Message at Annual Business Meeting.
- Presents IHIMA Scholarship Awards to recipients at Annual Meeting.
- Attends all Delegate webinars and team meetings as assigned.
- Serves as 1st year AHIMA Delegate to the Indiana Delegation.
- Serves as a member on the Executive Committee and the Finance Committee.
- Appoints the Nominating Committee Chair as outlined in the IHIMA Bylaws.

As President:

- Communicates AHIMA information in a timely manner with the Executive Board and membership.
- Determines the agenda of all meetings of the members and the Executive Board.
- Presides over all meetings of the members and the Executive Board.
- Conducts the Annual Business Meeting of the members.
- Prepares and delivers President's Message at Annual Business Meeting.
- Introduces the IHIMA Award recipients and presents plaques at the Annual Meeting.
- Serves as 2nd year AHIMA Delegate to the Indiana Delegation.
- Attends all Delegate webinars and team meetings as assigned.

- Chairs and presides over the Executive Committee.
- Serves as a member on the Finance Committee.
- Appoints committee chairs and task force chairs as outlined in the IHIMA Bylaws.
- Presides over the Transitional Board Meeting (typically in June/July).
- Works closely with the Central Office Coordinator on all association activities.

As Past President:

- Reviews IHIMA Bylaws for proposed amendments or proposed editorial changes.
- Oversees the annual budgeting process; works with Treasurer to compile the proposed budget for the next Board year.
- Chairs and presides over the Finance Committee.
- Serves as a member on the Executive Committee

As President-Elect, President, and Past President:

- Becomes familiar with the mission and vision, goals and objectives, policies and procedures of IHIMA and AHIMA.
- Attends and participates in AHIMA’s webinars, practice briefs, conference calls, etc.
- Serves as a voting member of the IHIMA Executive Board.
- 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

- 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.
- Strong 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.
- President-Elect: Estimated time commitment: 10 hours/month*.
- President: Estimated time commitment: 25 hours/month*.
- Past President: Estimated time commitment: 6 hours/ month*.

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

- IHIMA Transitional Board Meeting (typically in June/July). **President-Elect, President, Past President**
- AHIMA Leadership Symposium in Chicago, IL (July). **President-Elect, President**
- AHIMA House of Delegates annual meeting (September/October). Location to be determined by the AHIMA Conference. **President-Elect, President**
- AHIMA Advocacy Summit and Hill Day in Washington, D.C. in March. **President-Elect, President**
- Attends the IHIMA Annual Meeting & Exhibit. Location to be determined by the IHIMA Board. **President-Elect, President, Past President**
- IHIMA Executive Board of Director 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. **President-Elect, President, Past President**

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