

POSITION TITLE: IHIMA Secretary

PURPOSE

The office of the Secretary maintains the permanent record of proceedings of all meetings of the Association and the IHIMA Executive Board of Directors as outlined in the IHIMA Bylaws.

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. No prior board experience necessary.

APPOINTMENT

Assumes office as of July 1 and ends June 30 annually and serves a **one-year term**. 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.
- Attends all meetings of the Association and the Executive Board as outlined in the IHIMA Bylaws and transcribe minutes; documents attendance at each meeting.
- Stores approved and corrected minutes plus all reports and handouts for official set of minutes to the designation application of record.
- Presents last year's Business Meeting Minutes at the Annual Business Meeting for approval by the members.
- Serves as a member on the Executive Committee and Finance Committee.
- Attends the Transitional Board Meeting (typically in June/July).
- 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

- Listens actively and articulates effectively.
- Good writing skills and the ability to concisely summarize a discussion.
- 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.
- Estimated time commitment: 5 hours/month*.

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

- IHIMA Annual Meeting & Exhibit. Location to be determined by the IHIMA Board.
- 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.