

Purpose: The Student Liaison is responsible for communicating and serving as a board representative to the HIT/HIM students within the state. This position acts as a liaison between the board and the relevant student bodies they represent. The Student Liaison(s) work with the Annual Meeting Committee, the Communications Chairperson, the President, and the Central Office Coordinator (COC). The Student Liaison(s) is a non-voting member of the Executive Board. The Student Liaison serves as a bridge between students and IHIMA. Their role involves facilitating communication, addressing concerns, and supporting a positive relationship between students and the board. This policy will describe the terms of office, committee compositions, qualifications, Core Competencies, specific job functions, and responsibilities.

Time Requirements: Approximately 5 hours per month.

Policy:

1. Term of Office (appointed/elected)- There are two Student Liaison positions appointed by the President. The term will run from July – June, with one serving a one-year term and the other serving a two-year term.
2. Committee Composition (if applicable)- There are two Student Liaisons, and they can recruit student members to help with their initiatives.
3. Qualifications – A student of an Indiana CAHIIM accredited HIT or HIM program or graduate program; is requested to attend board meetings and the IHIMA Annual Meeting. The applicant must be a resident of the state of Indiana and he or she must be an active AHIMA/IHIMA member. Volunteer experience in an HIM setting is preferred.

Procedure:

1. The Student Liaison shall sign the Conflict-of-Interest statement.
2. Develop the Student Track session in conjunction with the Education/Annual Meeting Committee Coordinate the Annual Meeting Mentor Match Program.
3. Provide articles to the Communications Chairperson for the IHIMA newsletter.
4. Plan communication with Indiana HIT/HIM students and represent student interests to the board.
5. Report to the Executive board recommendations and relevant student activities to enhance collaboration between students and the board.
6. Coordinate student volunteers for the IHIMA Annual Meeting including set-up, introducing speakers, distributing handouts as appropriate, and other duties as assigned.
7. Student Liaisons will review the IHIMA Calendar for specific due dates.