The Indiana Health Information Management Association (IHIMA) is seeking an independent Central Office Coordinator to manage its business operations and support its board of directors. This independent contractor will be entrusted with supporting our mission, strategic direction, and values. The Central Office Coordinator will play a pivotal role in propelling the association forward in the development and implementation of internal and external goals that reflect the association’s vision, mission, and strategic plans. The Central Office Coordinator will provide comprehensive support for financial oversight, membership recruitment, association operations, education opportunities, association coordination, and marketing initiatives. The Central Office Coordinator will rely on their own experience and judgment to plan and accomplish goals. The Central Office Coordinator will work in a collaborative manner with the IHIMA Executive Board while maintaining autonomy as an independent contractor.

**Minimum Qualifications Requirements:**

* Must be a separate legal entity such as a limited liability company.
* Experience managing schedules and projects with demonstrated success.

**Anticipated Contract Term and Renewals:**

The initial term of the Contract will be one (1) year. At the discretion of the IHIMA Board of Directors, the contract may be renewed subject to the terms and conditions specified in the contract.

**Responsibilities and Major Duties:**

1. SERVICE/PROFESSIONALISM
   1. Support IHIMA’s mission, strategic direction, and values as an affiliation of AHIMA.
   2. As an independent contractor, assume responsibility for ongoing professional growth and development to support role with IHIMA.
   3. Serve as the spokesperson for the organization and, thereby, ensure the organization is properly presented to its membership and public.
   4. Maintain established business relationships that benefit IHIMA.
   5. Remain flexible and open to the changing needs of the Association.
   6. Maintain composure and find workable solutions during unexpected, stressful situations.
   7. Balance multiple projects in varying degrees of implementation, exercising your autonomy as an independent contractor.
   8. Maintain a climate that attracts, retains, and motivates top quality people to be involved with the Association - professional and volunteer.
2. FINANCIAL
   1. Assist the Treasurer as needed.
   2. Assist with financial reconciliation associated with meetings.
   3. Route invoices to Treasurer for payment.
   4. Monitor all contracts and contracted services as related to the Association to ensure compliance with contractual obligations (i.e., website service, etc.)
   5. Review all contracts on a routine basis to ensure accuracy and completeness.
   6. Introduce new and innovative ways to positively contribute to the association's financial stability and member needs.
   7. Utilize tax-exempt status for the purchase of any necessary services and supplies on behalf of the association including any printing, ink, online purchases, etc.
   8. Provide financial reports and records to the Treasurer as needed (end of year for ROI guides and tax).
3. MEMBERSHIP
   1. Serve as resource person for IHIMA members and all association inquiries and requests.
   2. Provide timely response to all membership questions via phone, mail, and email, as applicable.
   3. Create and email/mail congratulations letters to new HIM program graduates quarterly.
   4. Maintain IHIMA database files/status on a current basis, including:
      1. Membership,
      2. Executive Board members and committee chairs and members,
      3. Corporate/Sponsorship members,
      4. Annual meeting exhibitors,
      5. Meeting/educational event speakers and their topics,
      6. Meeting/educational event attendees (for Continuing Education Unit verification),
      7. Legal manual purchasers,
      8. Scholarship and Award recipients, and
      9. Ballot candidates
      10. Potential volunteers from website submission
   5. Maintain the IHIMA membership list from AHIMA monthly.
   6. Independent Contractors are required to adhere to AHIMA and IHIMA policies regarding release of membership data, ensuring privacy and confidentiality of members’ personal information.
4. OPERATIONS
   1. Attend Association meetings, Executive Board of Director meetings, and/or AHIMA meetings, including making necessary arrangements for IHIMA Officers or committee communication, such as conference calls, as requested.
   2. Provide a timely response to all Executive Board members, as applicable.
   3. Maintain a current, integrated calendar of IHIMA and Regional Association programs and events in IHIMA’s designated software storage system (Basecamp) and on website calendar.
   4. Maintain an ongoing schedule of all Association activities by developing annual planning timelines.
   5. As an independent contractor serve as a member of the Executive Board with a voice and not a vote, highlighting your advisory and supportive role without direct decision-making authority.
   6. In conjunction with the President, prepare the agenda for each Executive Board meeting.
   7. Coordinate the Transitional Board Meeting and all other Executive Board Meetings, i.e., site selection, invitations, meetings materials and all meeting logistics.
   8. Arrange all Executive Board meeting related activities, to include agendas, minutes, Board reports, handouts, and bylaws, policy, and procedure updates, if necessary.
   9. Coordinate meeting room, hotel and food arrangements as requested for scheduled Executive Board; assist and/or negotiate competitive rates on behalf of Association; Association reimbursable hotel arrangements (such as for attendance at Executive Board meetings or on behalf of Delegates) are to be arranged with a master bill, rather than the attending individual(s) whenever possible.
   10. Distribute electronic meeting notices to members of the Executive Board of date, time, and location of Board meetings, and sends reminder no later than one week prior to the meeting.
   11. Maintain and updates IHIMA’s designated software storage system (BaseCamp) as needed, including materials for Executive Board meetings, and posting messages and tasks as needed.
   12. Collaborate with the President on writing the Annual Report; writes initial draft, types report, and arranges for distribution. Sends final copy to AHIMA.
   13. Prepare materials to effectively orient new Executive Board members, including the Policy & Procedure Manual.
   14. Distribute Policy & Procedure Manual to Executive Board members for revisions/updates each year prior to the Transitional Meeting.
   15. Post revised Policy & Procedure Manual in IHIMA’s designated software storage system (BaseCamp).
   16. Maintain Master Policy and Procedure Manual.
   17. Retain official records of IHIMA, including the official signed copy of the state bylaws, logo, Articles of Incorporate, Association’s archives, and all meeting and non-meeting related contracts.
   18. Maintain an official approved copy of the latest state bylaws received from AHIMA’s State Liaison Office.
   19. Coordinate with President to prepare and deliver certificates and awards to be given by Association (including Scholarship award winners, President Plaque, Distinguished Member, Professional Achievement Award Winners, and Executive Board Member Certificates)
   20. As an independent coordinator, continually seek efficiencies in conducting Association business, while utilizing the unique perspective and innovative problem-solving capabilities.
   21. Serve as a resource person for the members of the Association and respond to requests timely.
5. EDUCATION
   1. As an independent contractor, collaborate with applicable committees with the development and planning of the Association’s educational sessions.
   2. Maintain and update IHIMA’s Learning Management System (LMS) as needed.
   3. Attend planning meetings either in person, by phone, conference call, or other appropriate computer technology (i.e., e-mail).
   4. Research potential meeting sites for educational events and make recommendations to the Executive Board.
   5. Secure Annual Meeting location and dates for the next fiscal year.
   6. Oversee all aspects of event site planning including negotiating the contracts on Association’s behalf and getting the negotiated documents signed by the President of the Association, menu planning, room set up, audiovisual support requirements, etc.
   7. Review event contracts to assure fiscal responsibility and accountability.
   8. Arrange for Liability Insurance for IHIMA’s in-person educational events.
   9. Coordinate hotel, meeting, exhibit space, registration and lodging assigned to the master account.
   10. Coordinate vendor-meeting activities; solicits vendor participation; resolves routine vendor questions and concerns; establishes strong relationships with vendors for yearly sponsorship.
   11. Coordinate all vendor exhibit arrangements for the Annual Meeting. Serves as the direct contact for all vendors, prepares and receives exhibit agreements and coordinates exhibit services.
   12. Assist applicable committees with the preparation and distribution of speaker information, (i.e., speaker agreements, biographical statements, pictures, audiovisual requirements, accommodations, and expenses).
   13. Coordinate the emailing of registration materials to attendees and exhibitors for applicable committees.
   14. Process meeting registrations and payments and follows up on all unpaid registrations prior to event. Assure all non-members are registering at non-member rates (not member rates) and verify student registrations as actual student status.
   15. Follow up on any special assistant requests from registrations. Coordinates special assistance if feasible and communicates with attendees regarding their request.
   16. Assist the Education Committee with the preparation and distribution of Annual Meeting Brochure and Exhibitor Prospectus.
   17. Assist the Education Committee with the preparation and distribution of Exhibitor Program at Annual Meeting, if applicable.
   18. Organize Silent Auction, if applicable. Create letters to distribute to membership, vendors, and search for community businesses to participate.
   19. Assist with the preparation of applicable committee’s registration materials, i.e., attendee and speaker badges, attendee lists, payment due lists, speaker honorariums, evaluations, and marketing items.
   20. Provide on-site support and oversight of registration desk and audiovisual set up at Annual Meeting and other educational events as needed.
   21. Send treasurer a list of registrants, including fee category for each weekly for all meetings and events, if applicable.
   22. Assist with the preparation and distribution of evaluation summaries for all educational events ensuring the evaluations are submitted electronically.
   23. Submit all Association sponsored continuing education events for verification to AHIMA as required.
   24. Prepare and distribute as needed CE certificates for educational offerings.
   25. Compile evaluation information for review by committee chairs and the Executive Board.
6. MARKETING/WEBSITE
   1. Communicate to membership through creation and distribution of email communication, surveys, postcards, flyers, etc.
   2. Support and always protect IHIMA/AHIMA brand and marketing using best practices.
   3. Send notices and email communication as requested by the Executive Board, on behalf of the Association.
   4. Follow state and federal legislative issues as they relate to health information and update website as needed with input from the Legislative Committee. Communicate these issues to the membership via email communication as appropriate.
   5. Act as liaison to website vendor for all website information, development, maintenance, and updates.
   6. Create online member and vendor registrations, confirmations, hotel information, agendas, speaker presentations, etc. for Annual Meeting and other educational opportunities.
   7. Ensure that the current version of the Association’s bylaws is posted to the Association’s website.
   8. Maintain the IHIMA website in an orderly, easy to navigate format.
   9. Apply technology to Association activities when feasible to ensure up-to-date and efficient processes.
   10. Coordinate marketing of Association event, i.e., send items of interest regarding activities of the state for possible publication in the Journal of AHIMA, For the Record, any other HIM-related publications.
   11. Maintain a professional presentation/appearance of all outgoing Association correspondence, including flyers, handouts, mailers, e-mails, brochures, etc.
   12. Assist Legislative Committee with marketing plan and sales of ROI Guide. Initiates new ideas to increase sales and investigates new market areas.
   13. Collaborate with Member Relations Committee, as an independent professional, to support activities of the Indiana CAHIIM accredited HIT/HIM programs by working closely with the Program Directors to communicate program activities, on behalf of the Association.
7. ASSOCIATION COORDINATION
   1. Report on-going (monthly/bimonthly) Central Office Coordinator activities to President.
   2. Communicate with the President on a as needed basis.
   3. In the role as an independent contractor Central Office Coordinator, act as primary liaison to other state organizations, national organization, and external organizations.
   4. Coordinate IHIMA legislative activities and advocacy efforts as deemed appropriate and in best interest of the Association with input from the Legislative Committee.
   5. Respond and act on with best efforts to all HIM related issues and HIM philosophical inquires involving the association.
   6. Advise Executive Board and/or Committee Chairs on any position responsibilities or policies and procedures.
   7. Perform other related duties as requested by the Executive Board.
8. HOME OFFICE OPERATION:
   1. As an independent contractor, establish an office, which may be in his/her home.
   2. Provide the following services to the association from the home office, as part of the contractual obligations:
      1. A mailing address that can receive packages (P.O. Box in COC’s area)
      2. Pick up Association mail at least one (1) day bi-weekly or more often as needed and route to appropriate people within reasonable timeframe.
      3. Forward to Treasurer Association income received in the P.O. Box within five (5) business days of receiving funds.
      4. Laptop Computer
      5. Phone and voicemail
      6. Teleconferencing capability, i.e., reliable internet
      7. Storage of a minimum necessary stock of office supplies (including but not limited to stationery, brochures, forms, stamps, etc.)
      8. Equipment (including but not limited to photocopy machine, printer, scanner, etc.)
      9. Maintain association office/business files (paper and electronic) in compliance with Association’s Retention Guidelines, as contractual obligation.
   3. Learn IHIMA related software programs and perform appropriate system back-ups, as necessary.
   4. As an independent contractor, you will have full discretion as to the amount of time dedicated to the duties and may devote attention to such duties during days and times within your discretion.
   5. As an independent contractor, you may be engaged or employed by other entities.
   6. Tasks may be delegated to independent contractor’s staff.

The above statements reflect the general duties considered necessary to describe the principal functions of the role as an independent contractor, as identified, and shall not be considered as a detailed description of all the work assignments that may be inherent in the job. Please note that as an independent contractor, your tasks may vary based on the agreements established within the scope of each individual contract.

**Submissions Instructions:**

Respondents interested in submitting a proposal must comply with all of the terms and conditions of the request for qualifications. If you are interested, submit your written proposal to include your resume, past experience, and proof of legal entity to Bonnie Aspiazu, IHIMA President at [aspiazu@tiptontel.com](mailto:aspiazu@tiptontel.com) by no later than Friday, April 5, 2024.

Upon completion of the evaluation of the proposal, the IHIMA Board of Directors will assess and select a contractor based on your written proposal. Once the final decision has been made, a contract will be executed with the IHIMA Board of Directors.