

**\*\*Volunteer\*\***



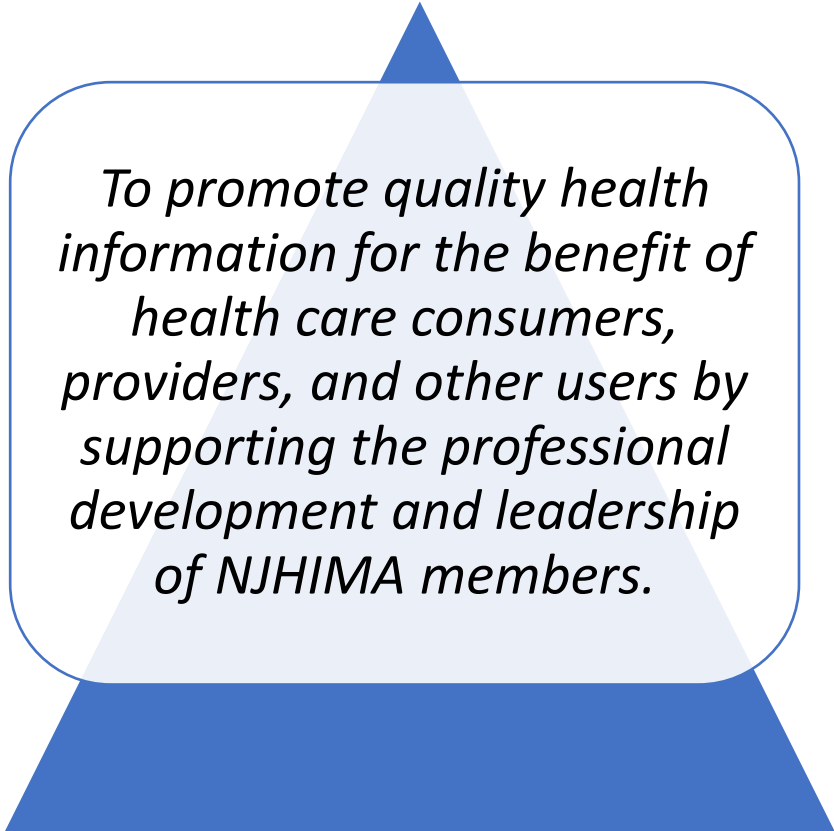
# **NJHIMA BOARD OF DIRECTORS**

**New Jersey Health Information Management Association (NJHIMA)  
Component State Association (CSA) of AHIMA**

# Background

- NJHIMA is a nonprofit organization with over 1,700 members. The organization qualifies for charitable tax-exempt status as described in section 501(c)(3) of the Code.
- The organization was incorporated in 1971 as Medical Record Association of New Jersey, INC.

# Mission Statement



*To promote quality health information for the benefit of health care consumers, providers, and other users by supporting the professional development and leadership of NJHIMA members.*

# Board of Directors

## Officers

- \*President
- \*President Elect
- \*Past President
- \*Delegate Year 1
- \*Delegate Year 2
- Treasurer
- Treasurer-Elect
- Secretary

\* *Delegates*

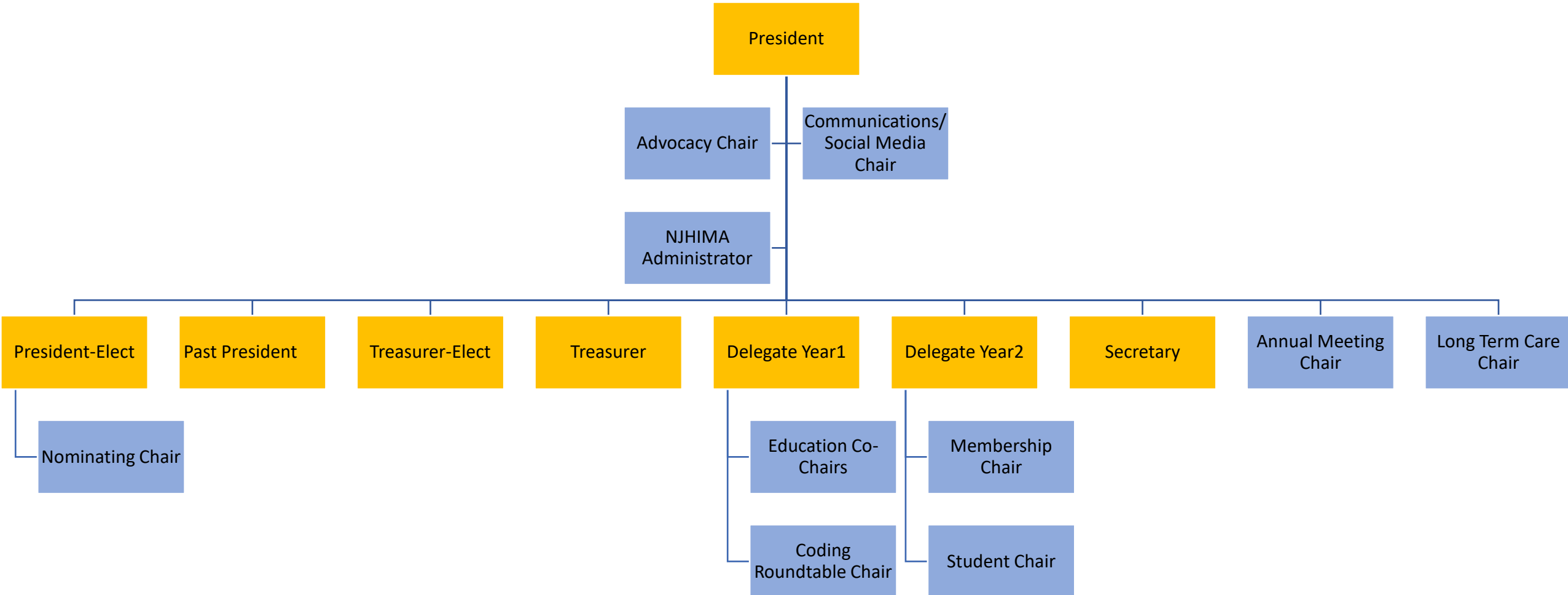
## Committee Chairs

- Advocacy
- Annual Meeting
- Coding Roundtable
- Communications/Social Media
- Education
- Long Term Care Group
- Membership
- Nominating
- Student

# NJHIMA Board of Directors Organizational Chart

Officers

Committee  
Chairs



# Duties of the Board of Directors

- Maintain Articles of Incorporation
- Understand a 501 C organization
- Follow Bylaws
- Maintain and follow Policies and Procedures (P&P)
- Participate in Board Meetings
- Understand Memberships breakdown
- Fiduciary duties

Participate in Communities using ACCESS

# Access

- CSA Handbook
- CSA/Delegate Calendar
- Read CSA digest newsletter bimonthly
- CSA Survey –President to create and submit by June 30
- CSA affiliation Agreement -President to sign and submit by June 30





# Board of Directors shall:

(P&P Section II-A-3)

## Develop

Develop policies and procedures to conduct Association business.

## Implement

Implement a strategic plan to meet the needs of the Association and the health information management practitioner.

## Monitor

Monitor officer and committee activities.

## Address

Address issues relevant to health information management practice.

## Propose

Propose changes to AHIMA and NJHIMA Bylaws when necessary to meet the needs of the membership.


## Conduct

Conduct meetings and educational sessions relating to health information, medical record practice and patient rights.


# Board Meetings

Policies & Procedures (P&P)  
Section II-B-2

The business meeting of the Board of Directors of this association shall be open to the membership and invited guests unless business under discussion requires confidentiality.



When the Board of Directors is in session, only those who are members of the Board of Directors may be seated at the meeting table. NJHIMA members or students present should be seated apart from the meeting table.



NJHIMA members and students shall have no vote and shall have no voice unless a request is submitted in writing to the President to be put on the agenda prior to the Board of Directors meeting or input is requested at the meeting.