

## Delegate

2-Year Term Role is subject to change

#### Volunteer and Make a Difference



- Volunteer
- Motivate
- Network
- Learn
- Have fun!

#### Two-Year Term

Nominees must be an active NJHIMA member in good standing and meet the qualifications.

Year 1

1st Year Delegate

Year 2

2<sup>nd</sup> Year Delegate

**Prior Board experience necessary** 

## Year 1 1<sup>st</sup> Year Delegate - Expectations

- Represent NJHIMA at various functions
- Oversee assigned committees:
  - Membership Committee
  - Student Committee



## Year 1 1<sup>st</sup> Year Delegate - Expectations

## House of Delegates (HoD)

- Serve as a NJHIMA delegate to the AHIMA/ House of Delegates (HoD)
  - 3X/year webinars and 1 face-to-face meeting (location varies)
  - See house calendar for dates.
  - Join the State Leaders and House of Delegates Community on Engage

#### House Leadership

- Serve as the NJHIMA Delegate for the AHIMA HoD/House Leadership
  - 3X/year webinars
  - Join the House Leadership Community on Engage

#### **HoD Forums**

- Participate in HoD forums
  - 3X/year webinars

#### Reports

• Report outcomes to Board and members

### Year 1 1<sup>st</sup> Year Delegate – AHIMA House Leadership

# Roles of the House

- Operations and Direction
- Task Force Development
- Project Management and Follow-up

#### 1<sup>st</sup> Year Delegate \*Travel Commitments

\* May be subject to change

Represent NJHIMA

at

Travel
Expenses are
covered by
NJHIMA
See P&P
for details

#### **CSA Leadership Symposium**

Chicago

(July, typically a Thur.-Sat.-2 nights)

#### **Advocacy Summit**

Wash., DC

(March/April timeframe, typically a Sun-Tue-2 nights)

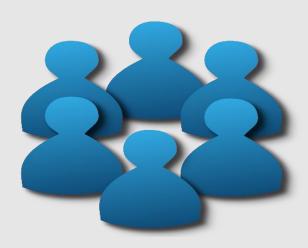
#### **House of Delegates (HoD)**

**Location varies** 

(Fall-typically the day before or after the AHIMA Convention-2 nights)

## Year 2 2nd Year Delegate - Expectations

- Represent NJHIMA at various functions
- Oversee assigned Committees:
  - Education Committee
  - Coding Roundtable



## Year 2 2nd Year Delegate - Expectations

## House of Delegates (HoD)

- Serve as a NJHIMA delegate to the AHIMA/ House of Delegates (HoD)
  - 3X/year webinars and one face-to-face meeting (location varies)
  - See house calendar for dates.
  - Join the State Leaders and House of Delegates Community on Engage

## **Envisioning Collaborative**

- Serve as the NJHIMA Delegate for the AHIMA HoD/Envisioning Collaborative
  - 3X/year webinars
  - Join the House Leadership Community on Engage

#### **HoD Forums**

- Participate in **HoD forums** 
  - 3X/year webinars

#### Reports

• Report outcomes to Board and members

## 2nd Year Delegate \*Travel Commitments

\* May be subject to change

Represent NJHIMA at

Travel
Expenses are
covered by
NJHIMA
See P&P
for details

#### **Advocacy Summit**

Wash., DC

(March/April timeframe, typically a Sun-Tue-2 nights)

#### **House of Delegates (HoD)**

Location varies

(Fall-typically the day before or after the AHIMA Convention-2 nights)

## Other tasks

- Participate in NJHIMA Board Meetings
- Assist with the NJHIMA Annual Meeting
- All AHIMA Delegates are required to sign a Conflict-of-Interest Form (CIO)
- Ensure your AHIMA profile is updated to include current contact information
- Become a member of the State Leaders and House of Delegates Community on Engage.
- Cast VOTE Nominating Committee and Speaker-Elect (typically August timeframe)
- Cast VOTE AHIMA Elections (typically July timeframe) encourage members to vote as well.

View the Board of Directors PowerPoint to learn more.