

NJHIMA

AHIMA Affiliate

New Jersey Health Information
Management Association

Year 1 - President-Elect

Year 2 - President

Year 3 - Past President

Volunteer and Make a Difference



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

3-Year Term

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

Year 1
President-Elect

Year 2
President

Year 3
Past President

Qualifications

- Evidence of superior management and communication skills.
- Previous NJHIMA Board of Directors experience or other leadership experience
- Ability to show strength under pressure.
- Present a “professional” image.
- Must be a good listener and communicator.

Year 1

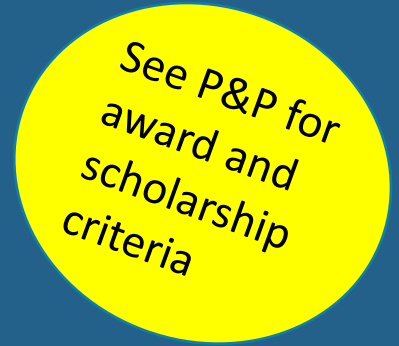
President-Elect

President - Elect

- Appoint Nominating Committee Chair
- Coordinate selection of Distinguished Member and Outstanding Member as well as the recognition of the winners at the Annual Meeting
- Solicit names to be submitted for AHIMA Triumph Awards and other AHIMA recognition
- Serve as Chair of the Scholarship Committee
- Discuss issues with other Delegates to ensure understanding and NJHIMA implications
- Present reports at Business Meetings with other board members

See Policies and Procedures (P&P) for a full job description

Year 1: President-Elect Committee Responsibilities

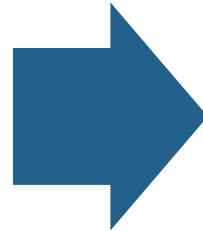


Oversee activities related to Scholarships and Awards including:

- Scholarship applications
- Awards:
 - Distinguished Member
 - Outstanding Member
 - CSA Awards
 - Triumph awards

President-Elect Committee Responsibilities

Committee Responsibilities



Per Bylaws:

- President-Elect appoints the Chair of the Nominating Committee. **The Chair should have previously served on the nominating committee.** (Chair serves a 1-year Term)
- Nominating Committee members are nominated and elected by active members (Term – 2 years)

**Year 1
President-Elect
*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)

****Report meeting results to NJHIMA members****

Year 2 President

Year 2 President

- Preside at all Executive Board meetings.
- Direct and implement development of Strategic Plan.
- Present opening remarks at NJHIMA Annual Meeting.
- Assigns each delegate to a HOD team
- Delegate new activities to appropriate Committee/Task Force
- Inform Board and membership, as needed, about AHIMA and NJHIMA activities
- Conduct business meetings at periodic education sessions.
- Present reports at Business Meetings

See Policies and Procedures (P&P) for a full job description

Year 2 President

Appoint Committee Chairs:

- Advocacy
- Annual Meeting
- Coding Roundtable
- Communications/Social Media (2)
- Education
- Long Term Care Group
- Membership
- Student



Year 2 President

*Travel Commitments

* May be subject to change

Represent NJHIMA
at

Travel
Expenses are
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See P&P
for details

CSA Leadership
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(March/April timeframe,
typically a Sun-Tue-2
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House of
Delegates (HoD)

Location varies

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

AHIMA
Convention

Location Varies

(typically starts the day
after the HoD) -
President only

****Report meeting results to NJHIMA members****

Year 2: President Responsibilities

- Attend:
 - NJHIMA quarterly meetings (meeting fee waived) and present board updates.
 - NJHIMA Annual Meeting (meeting fee waived) and present opening remarks.
 - AHIMA meetings (travel & expenses covered – see the P&P for details):
 - Leadership
 - House of Delegates (HoD)
 - AHIMA Annual Conference
 - Advocacy Day

Year 3

Past-President

Year 3

Past-President

- Act as Parliamentarian for Board of Directors and other meetings
- Maintain Policies and Procedures (P&P) Manual
- Update and maintain ByLaws
- Prepare and coordinate distribution of Annual Report
- Plan and coordinate Joint Board meeting with President
- Present reports at Business Meetings with other board members

See Policies and Procedures (P&P) for a full job description

Year 3
Past-President
***Travel Commitments**

* May be subject to change

Represent NJHIMA
at

House of Delegates (HoD)

Location varies

(FALL- Day before or after AHIMA Convention)



****Report meeting results to NJHIMA members****

Review the
Board of Directors
Powerpoint for
additional details