

NJHIMA

AHIMA Affiliate

New Jersey Health Information
Management Association

**Treasurer-Elect
2-Year Term**

Volunteer and Make a Difference



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

Two Year Term

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

Year 1
Treasurer-Elect

Year 2
Treasurer

Prior Board Experience Necessary

Year 1

Treasurer-Elect - Expectations

- Is an active member of the NJHIMA Board of Directors
- Serves as mentee to current Treasurer
- Assists current Treasurer as follows:
 - Maintains checking and savings accounts
 - Disperses checks timely
 - Ensures all insurance policies are paid timely
 - Maintains financial records on designated software
 - Coordinates annual budget process, assists members in budget, and presents to the board
 - Works with NJHIMA accountant for financial reports and tax return preparation
 - Ensures financial documents are maintained in Storage at NJHA



Year 2

Treasurer - Expectations

- Is an active member of the NJHIMA Board of Directors
- Maintains checking and savings accounts
- Disperses checks timely
- Ensures all insurance policies are paid timely
- Maintains financial records on designated software
- Coordinates annual budget process, assists members in budget, and presents to the board
- Works with NJHIMA accountant for financial reports and tax return preparation
- Ensures financial documents are maintained in Storage at NJHA
- Serves as a Mentor to the Newly Elected Treasurer-Elect



**Treasurer
Year 2**
Travel Commitments
* May be subject to change
**Represent NJHIMA
at**

CSA Leadership Symposium
Chicago
(July, typically a Thur.-Sat.-2 nights for
first year appointed treasurer)

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

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.](#)