Job Descriptions for RRHIMA Board of Director Positions

Qualifications: All board members (Directors, President-Elect, President and Past-President) must be Active (dues paying) members of AHIMA, NYHIMA and RRHIMA. The President-Elect, President and Past-President must have and maintain an AHIMA credential throughout their term of office. Directors are not required to have an AHIMA credential.

Duty of All Elected Officers: RRHIMA Board of Directors must attend 75% of all Board meetings during term. They are also expected to participate in the Strategic Planning Meeting that is usually held in-person on a Saturday in October or November, as well as RRHIMA’s 3 business meetings which are usually held at the Annual Picnic in August, an online mid-year meeting in January and the RRHIMA Annual Meeting in May.

PRESIDENT-ELECT: (Three-year position: first year as President-Elect, second year as President and third year as Past-President)

Summary of Duties:
- Attend RRHIMA business meetings, and education sessions throughout term
- Preside over BOD and business meetings while president
- Help run meetings while in the absence of the president, while president-elect
- Attend the NYHIMA Annual Conference (or send designee) during first 2 years of term (cost subsidized by RRHIMA);
- Attend NYHIMA Local Leadership Meeting in the Fall and the Spring during first two years of term (these may be in person or online. If in person, NYHIMA pays expenses.
- Serve on the NYHIMA Nominations committee while president
- Chair the RRHIMA Nominations & Elections Committee while past-president
- Oversee the updating of the RRHIMA Bylaws while past-president
- Oversee annual maintenance of the RRHIMA Policy and Procedure manual while past-president

DIRECTOR OF COMMUNICATIONS: (One-year term,)

Summary of Duties:
- Take and submit minutes for RRHIMA Board meetings, strategic planning meetings, and RRHIMA business meetings
- Send notices about meetings, education sessions/programs, and other RRHIMA activities to members via email as directed by the Board
- Ensure that RRHIMA information is current on NYHIMA website
• Submit summaries of local association activities to NYHIMA’s Perspectives Online, including education and meeting notices
• Carry on the official correspondence of the Association as directed by the BOD
• Monitor and respond to, or redirect member queries and comments sent to RRHIMA via e-mail or social media sites
• Regularly post new items and information to social media sites,
• Oversee updates to the RRHIMA website, as needed or directed by the BOD.

**DIRECTOR of EDUCATION:** (Two-year term. The 2nd Year Director trains the 1st year Director.)

**Summary of Duties:** 1st year Director works with 2nd year Director to

• Plan and organize educational programs for the year including:
  o Make site or webinar arrangements
  o Obtain speakers and their bios, and presentation slides
  o Prepare education session/program announcements, registration forms, evaluation forms/surveys and CEU forms
  o Set up webinars along with confirmation, reminder and follow-up emails in Zoom
  o Prepare email announcements of education programs
  o Monitor registrations, create attendee lists and provide summaries of programs and evaluations to send to presenters and the NYHIMA Perspectives

• Coordinate education topics and dates with NYHIMA Central Office to ensure there will be no conflicts or duplication
• Assist Special Interest Group (SIG) facilitators with planning/organizing SIG meetings, as needed or directed by the BOD.

**DIRECTOR of MEMBERSHIP ENGAGEMENT** (1 year term)

**Summary of Duties:**

• Monitor the membership recruitment and renewal process and greet new members and follow-up with members who don’t renew by October
• Maintain the “About RRHIMA” information on RRHIMA website
• Participate on the Annual Picnic and Annual Meeting Planning Committees
• Act as the Board liaison for the Professional Development Special Interest Group (formerly the Newcomers SIG)
• Oversee RRHIMA’s HIP week activities
• Contribute to the RRHIMA social media pages
• Work with the rest of the Board on other member outreach and recognition activities

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DIRECTOR OF FINANCE: (Two-year term)
(This position is not on the ballot for the 2023-2024 year)

Summary of Duties:

- Submit monthly finance reports to BOD
- Ensure the safekeeping and use of the RRHIMA debit card
- Maintain accurate balance in RRHIMA checkbook (and electronic ledger) at all times.
- Receive and deposit all RRHIMA monies collected from dues, registration fees, donations and other RRHIMA activities in a timely manner
- Reimburse authorized expenses and refunds as directed by the BOD
- Purchase and send gift cards for education session presenters as directed by BOD
- Generate and keep records of invoices and vouchers given to members or sent to employers on behalf of members as directed by BOD
- Maintain file of bank statements and online payment statements (PayPal)
- Provide tax exempt form and tax ID number when needed
- Complete and submit 990-N form to IRS on an annual basis (Nov)