

PRESIDENT

ELECTED: By ballot of membership. (Serves, first year as President-Elect, the next year as President, and the third year as Past President and Chairman of the Nominating Committee.)

REFERENCE: Bylaws

RESIGNATION: Must be in writing and submitted to the Board.

VACANCY: Filled for the unexpired term by the President-Elect.

- The President-Elect, President and Past-President must have and maintain an AHIMA credential throughout their term of office.
- Coordinate and preside over BOD meetings (at least 10/year) and business meetings (3/year)
- Get Confidentiality and Non-Disclosure forms signed and saved in RRHIMA's Google Drive for all Board members and send a copy to NYHIMA Central Office prior to first board meeting of the term.
- Ensure that RRHIMA Strategic Plan is reviewed annually and updated as needed. The Plan should follow both AHIMA and NYHIMA initiatives and be obtainable and measurable. Progress and completion of strategic plan activities should be in board meeting minutes and annual report.
- Work with the Past President to ensure that RRHIMA Procedure Manual is reviewed annually and updated as needed.
- Summarize any RRHIMA business personally transacted by you via written letter, e-mail or phone and have it acknowledged at the next RRHIMA Board meeting.
- Ensure that all new board members are oriented to their positions
- Ensure that all board members carry out the duties and responsibilities of their position.

- Make appointments to fill unexpired terms of office per the bylaws, with Board approval, as soon as possible following the vacancy.
- Appoint with Board approval all coordinators, committee chairs and project managers per bylaws and procedure manual.
- Appoint, with Board approval, an external qualified tax auditor to audit the checkbook, debit card transactions and PayPal account at the end of each Director of Finance's term.
- Sign RRHIMA checks in case of emergency.
- Responsible for the appropriate use and safekeeping of the RRHIMA President's debit card.
- Annually review the "Executive Board Decisions" in the procedure manual with the Board members.
- Prepare and submit a brief annual report of RRHIMA activities for approval by the out-going Board, and send it to the NYHIMA Central Office for inclusion in the NYHIMA annual report.
- Respond promptly to all correspondence with the NYHIMA Central Office and affiliates.
- Keep board and membership informed of NYHIMA business
- Ensure that NYHIMA President/Central Office is informed of major local activities including annual meetings, education sessions, recruitment, publications, and public relations.
- Send in names of RRHIMA members to the President-Elect of NYHIMA as recommended candidates for board positions, committee chairmen/members.
- Promote AHIMA, NYHIMA, and RRHIMA through networking, positive publicity, advocacy, participation in sponsored initiatives and compliance with bylaws.
- Attend the NYHIMA Annual Conference (or send designee) (cost subsidized by RRHIMA);

- Attend NYHIMA Local Leadership Meeting in the Fall and the Spring or send designee
- Serve on the NYHIMA Nominations committee
- Contact AHIMA accredited programs within the RRHIMA region to recruit a student representative in the fall of each year to hold a position on the board of directors.

PRESIDENT-ELECT

ELECTED: Elected, by ballot by the membership to serve the first year as President-Elect, the next year as President, the third year as Past President Director and Chairperson of the Nominating Committee.

REFERENCE: Bylaws

RESIGNATION: Must be in writing and submitted to the President.

VACANCY: The BOD will determine whether a special election will be held, or the duties will be distributed among the remaining Board members

- The President-Elect must have and maintain an AHIMA credential throughout their term of office.
- Chair meetings in the absence of the president
- Attend the NYHIMA Annual Conference (or send designee) (cost subsidized by RRHIMA);
- Attend NYHIMA Local Leadership Meeting in the Fall and the Spring or send designee
- Select the Installing Officer for Annual meeting in May and make any special arrangements needed for the installation.

- Participate in the development, continued upkeep and advancement of the RRHIMA Strategic Plan. The Plan should follow both AHIMA and NYHIMA initiatives and be obtainable and measurable.
- Appoint a member-at-large and a facilitator to attend the BOD Strategic Planning Meeting held annually.
- Oversee activity of Special Interest Groups (SIGs) – (Current SIGs are Coders, Long Term Care, Newcomers). Find facilitators, coordinate schedules with the goal for each meet at least quarterly.
- Act as the Advocacy/ Legislative Committee Liaison between RRHIMA and NYHIMA (or identify a designee for approval by the president). Monitor issues communicated by NYHIMA and AHIMA and report them to the RRHIMA membership and urge any lobbying that needs to be done.
- Oversee and coordinate with Director of Communication on activities for Health Information Professionals Week

PAST PRESIDENT

ELECTED: Elected, by ballot by the membership to serve the first year as President-Elect, the next year as President, the third year as Past President Director and Chairperson of the Nominating Committee

REFERENCE: Bylaws

RESIGNATION: Must be in writing and submitted to the President.

VACANCY: Filled for the unexpired term by appointment of the BOD

- Must have and maintain an AHIMA credential
- Serve as chair of the RRHIMA Nominations Committee

- Oversee any RRHIMA Bylaws changes
- Oversee the RRHIMA elections
- Maintain the RRHIMA Procedure Manual
- Advise and act as resource person to the President of the Association
- Chair meetings in the absence of the president and president-elect
- Chair of the Coding Special Interest Group
- Send copy of newly updated and approved RRHIMA Bylaws to NYHIMA Central Office
- Monitor email for correspondence regarding AHIMA or NYHIMA Bylaw changes.
- Monitor NYHIMA and AHIMA websites and communicate with the NYHIMA delegates for information regarding changes to bylaws.
- Correspond with other NYHIMA Local Component Associations (LCAs) regarding bylaw information and questions regarding that information.
- Maintain the procedure manual and update it on a concurrent basis. It must be reviewed in its entirety at least annually. The manual shall list the duties and responsibilities of all positions on the BOD and contain detailed instructions and explanations for all tasks performed to carry out RRHIMA business and the activities of the BOD and committees.
- Ensure that an up-to-date copy of the Procedure manual is stored in Google Drive, in the folder titled "RRHIMA Policy & Procedure Manual."
- Compose new procedure descriptions and instructions when directed to do so by the BOD, and submit to the BOD for approval
- Maintain, on a continuous basis, an ongoing list of BOD Decisions that do not become bylaws. These are to be documented under the "BOD Decisions" section of the procedure Manual.

- Communicate with BOD members and outside contacts to help facilitate the completion of tasks assigned by the President.

DIRECTOR OF COMMUNICATION

| | |
|--------------|--|
| ELECTED: | By ballot of the membership for one year |
| REFERENCE: | Bylaws |
| RESIGNATION: | In writing and submitted to the President. |
| VACANCY: | Filled for the unexpired term by appointment by the President with |

- Take and submit minutes for RRHIMA Board meetings, strategic planning meetings, and RRHIMA business meetings
- Maintain RRHIMA email lists utilizing information from membership database on website, webinar and meeting registration lists, membership lists provided by NYHIMA and keep most current lists in Google Drive Send notices about membership renewal and dues payments, meetings, education sessions/programs, and other RRHIMA activities to members via email as directed by the Board
- Send member surveys and compile responses as directed by the Board.
- Ensure that RRHIMA information is current on NYHIMA website
- Submit summaries of local association activities to NYHIMA Central Office, 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, website 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.
- Maintain the Welcome Packets in the Google Drive and making them available on the website and ensure that the URL link to them is sent to new members
- Prepare In Memorium notices for NYHIMA

DIRECTORS OF EDUCATION

ELECTED: By ballot of the membership for two years.

REFERENCE: Bylaws

RESIGNATION: In writing and submitted to the President.

VACANCY: Filled for the unexpired term by appointment by the President with

1st year Education Director

- Serve as RRHIMA representative on the NYHIMA Education Committee
- Work with 2nd year Director of Education to plan and organize educational programs for the year including:
 - Establishing theme and calendar of dates for Fall and Spring Webinar Series (6 webinars in the Fall Series and 5 in the Spring series. Each webinar one-hour in length) and present to BOD for approval

- Obtain speakers and their contact info, bios, and presentation slides
- Prepare education session/program announcements, registration forms, evaluation forms and CEU certificates
- Monitor registrations and answer registrants’ questions about webinars
- Set up webinars in Zoom with pre and post webinar invites and emails. Upload registrants and notify panelists. See Education Procedure section for details.
- Host webinars
- After webinars, download webinar recording from Zoom and Upload to RRHIMA YouTube account. See Education Procedure section for details
- Monitor evaluation responses, create attendee lists and provide summaries of webinars and evaluations to send to presenters and the RRHIMA Director of Communication for publication on Website and social media

-

2nd Year Director of Education

- Coach the 1st year Education Director in learning to carry out all the duties and responsibilities listed under the 1st Year Directory of Education
- Coordinate education topics and dates with NYHIMA Central Office to ensure there will be no conflicts or duplication
- Assist Annual Picnic organizers, Annual Meeting Planning team and the Special Interest Group (SIG) facilitators with planning/organizing the education programs for these events, as needed or directed by the BOD.

DIRECTOR OF FINANCE

ELECTED: By ballot of the membership for two years.
REFERENCE: Bylaws
RESIGNATION: In writing and submitted to the President.
VACANCY: Filled for the unexpired term by appointment by the President with

- Submit monthly finance reports to BOD prior to each BOD meeting
- Responsible for 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 timely manner
- Reimburse authorized expenses and refunds as directed by the BOD
- Issue RRHIMA vouchers 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 the BOD
- Maintain files 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 by November 15th
- Prepare materials for the Auditor at end of the Finance Director's term.

DIRECTOR OF MEMBERSHIP ENGAGEMENT

·

APPOINTED: By the President with approval of the BOD for a one-year term.

- **REFERENCE:** Bylaws
- **RESIGNATION:** In writing and submitted to the President.
- **VACANCY:** Filled for the unexpired term by appointment by the President with approval of the BOD.

The Director of Member Engagement would serve a 1-year term. Duties and responsibilities include, but are not limited to:

Monitor the membership recruitment and renewal process and follow up with members who don't renew by October.

Maintain welcome information on RRHIMA website.

Serve as a facilitator between RRHIMA and the local HIM college programs, including recruiting the RRHIMA board student representative, coordinating the RRHIMA informational webinar for Alfred State College HIT students, publicize the academic award and send out the welcome letter to new HIM graduates.

Participate on the Annual Picnic and Annual Meeting Planning Committees.

Act as the board facilitator 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.