



## 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-on a Saturday in October or November, as well as RRHIMA's 3 business meetings which are usually held in August, a 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 for posting on their social media pages, 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, in absence of Social Media Coordinator volunteer
- Oversee updates to the RRHIMA website, as needed or directed by the BOD.

**DIRECTOR OF EDUCATION:** (Two-year term. The 2<sup>nd</sup> Year Director trains the 1<sup>st</sup> year Director.)

Summary of Duties: 1<sup>st</sup> year Director works with 2<sup>nd</sup> year Director to

- Plan and organize educational programs for the year including:
  - Make site or webinar arrangements
  - Obtain speakers and their bios, and presentation slides
  - Prepare education session/program announcements, registration forms, evaluation forms/surveys and CEU forms
  - Set up webinars along with confirmation, reminder and follow-up emails in Zoom
  - Prepare email announcements of education programs
  - Monitor registrations, create attendee lists and provide summaries of programs and evaluations to send to presenters and to NYHIMA's office
- 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** (One-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 in RRHIMA's annual social networking event and the Annual Meeting Planning Committees
- Oversee RRHIMA's HIP week activities and coordinate the distribution of HIP information to the members and general public via email and social media posts
- Contribute to the RRHIMA social media pages
- Work with the rest of the Board on other member outreach and recognition activities.
- 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. Send out a welcome packet to new RRHIMA students/members.

### **DIRECTOR OF FINANCE (Two-year term)**

#### 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)
- Submit RRHIMA financial statements for auditing when the new Director of Finance begins their term.
- Work with new President and Past=President to transfer names on RRHIMA's bank records to the new President and new Director of Finance (requires bank visit in July)