

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

**BOARD OF DIRECTORS**

**NUMBER: 1.0**

**EFFECTIVITY: 7/1/2018**

**Powers and Duties (NYHIMA BY LAWS 5.1)**

The business and affairs of NYHIMA shall be managed by or under the direction of its Board of Directors. The Board of Directors shall hold and exercise all corporate authority and fiduciary duties of NYHIMA except as otherwise provided by law, NYHIMA's Articles of Incorporation, or these Bylaws.

**The duties of the Board of Directors in managing NYHIMA shall include, but not be limited to, the following:**

- A. To establish the mission, purposes, goals, and program priorities to be implemented by NYHIMA's Executive Director and staff, through a strategic planning process;
- B. To ensure that appropriate governance and operational policies have been developed, adopted, and implemented by NYHIMA to carry out its mission;
- C. To determine and set overall policy;
- D. To advocate the mission, values, accomplishments, and goals of NYHIMA to the members and to the public at large;
- E. To determine, monitor, and strengthen programs that are responsive to the needs of the members and are central to NYHIMA's mission;
- F. To establish fiscal policy, including budget authorization and oversight;
- G. To develop adequate resources to ensure financial stability for NYHIMA's activities;
- H. To establish, develop, and maintain an effective and responsive corporate structure for NYHIMA;
- I. To select, retain, support, evaluate the performance of, and discharge the Executive Director of NYHIMA;
- J. To orient and evaluate the Directors and Officers of the Board of Directors; and
- K. To render a full report on the financial status and activities of NYHIMA to its members.

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

**TITLE: PRESIDENT**

**NUMBER: 1.1**

**EFFECTIVITY: 7/1/2018**

**President/Chair of the Board:**

The President/Chair shall be the chief elected officer of NYHIMA. The President/Chair shall preside at all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair will determine, in consultation with the Executive Director, the regular agenda of all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair shall present a report at an Annual meeting, appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Board of Directors, act as liaison between NYHIMA's staff and the Board, and perform such other duties as are inherent in the office of President/Chair or as authorized by the Board of Directors.

**Duties and Responsibilities:**

- A. The Chair shall convene regularly scheduled Board meetings, shall preside at each meeting.
  - 1. Set up monthly conference call Board of Directors Meetings for the upcoming year. (NOTE: It has been beneficial to set up dates for all conference call meetings as well as the face to face meetings (Fall and Spring Board Meetings). These meetings have been held in September and April. Transitional meeting for incoming and outgoing officers as well as committee chairs in June.
  - 2. Prepare an agenda for each Board of Directors conference call meeting. Send agenda/meeting materials to each board member at least 5 days and no more than two weeks before the meeting.
  - 3. The Board of Directors is required to participate in at least 50% of all regularly scheduled meetings. If a Board member misses two consecutive meetings, the President will contact the member to discuss his/her commitment to the Board.
  - 4. Solicit volunteers for committee chairs (except Nominating Committee), Task Force, Coordinators, Liaisons and Workgroup during the annual Transition Board Meeting usually held in June (as President-Elect).
  - 5. Appoint all chairs/members who will serve on standing committees as described in the by laws
  - 6. Members of the Board of Directors are required to participate in at least 50% of all regularly scheduled meetings. If a Board member misses two consecutive meetings, the President will contact the member to discuss his/her commitment to the Board.
  
- B. Preside at NYHIMA Business Meetings
  - 1. The President shall preside at the annual NYHIMA business meeting held at the annual convention.
  - 2. The President shall also preside at any other business meetings called for a special purpose.

# NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION

## POLICIES AND PROCEDURES

### C. State functions for AHIMA

1. Serve as delegate to AHIMA House of Delegates and head the AHIMA delegation
2. Attend AHIMA's Annual "Leadership Symposium" in the summer
3. Attend AHIMA "Winter Team Talks/Hill Day" in March
4. Review AHIMA and NYHIMA bylaws, policies and procedures to ensure that NYHIMA bylaws conform to those of AHIMA
5. Assure compliance with the AHIMA Affiliation Agreement. Seek the assistance of the Central Office.
6. Be informed of AHIMA activity, dates of upcoming events, surveys, etc., and communicate pertinent information to membership
7. Promote AHIMA and NYHIMA
8. Submit nomination for AHIMA Nominating Committee every other year.
9. Annual Leadership Symposium in the summer and Team Talks

### D. Chair the Strategic Planning Committee and appoint three members-at-large to the committee, one whom is an educator

- i. Held in Spring at a convenient location for attendees who include the Board, Local Presidents/Presidents'-Elect, and appointed members of the Strategic Planning Committee.
- ii. A facilitator is invited by the President to guide this meeting.
- iii. Agenda is to review recommendations from the House of Delegates, conduct environmental scanning, and set goals and objectives for the next (not the current) year.
- iv. Ensure that the board reviews the strategic plan periodically throughout the year

### E. Standing/Committee Appointment

1. Ensure that the Perspectives Editor Director has selected at least three members of the Editorial Board
2. Act as Ex-officio member of all committees.
3. Appoint members of the governance, finance, and audit committee

### F. Supervision of Central Office Staff

- i. Central Office staff should be directed by regular phone calls, correspondence and meetings.
- ii. Central Office staff should provide status reports as necessary to the President.
- iii. The President should see that the staff takes all their vacation in the year in which it is accrued.
- iv. Complete annual performance evaluation of the Executive Director at the Spring Board meeting.
- v. The President, President-Elect and Finance Director should review all disbursements at least quarterly.
- vi. The President and Finance will review expenses monthly. This may take the form of reviewing the checkbook each month after the bank statement is reconciled.

# NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION

## POLICIES AND PROCEDURES

### G. Other Duties

1. Submit a “president Message” and write a message on matters of current concern for each bi-monthly issue of **Perspectives Online**.
2. Serve as official representative of the Association, or appoint another member to be representative when the occasion requires representation.
3. Compile an annual report for the entire term.
  - i. Request written report from each committee chair/liaison, Coordinator, etc.
  - ii. Distribute copies to all members of the board
  - iii. File copies with Central Office
4. Follow guidelines for selecting Distinguished Member Award ( Forms and guidelines are posted on NYHIMA website)
5. Follow guidelines for awarding student scholarships
6. Ensure that the board reviews the association’s policies and procedures on a regular bases
7. Schedule and coordinate a review of the association’s financial records when the treasurer’s term of office has ended (every two years)
8. Serve as authorized signer for all NYHIMA bank accounts
9. Send welcome letters to new members of the NYHIMA (Central Office sends with President’s signature approval).
10. Send thank you notes to new vendors or scholarship donors ( Central Office sends with President’s signature approval)
11. Encourage liaison activities with Component Local Associations. Accept invitations to attend locals’ meetings when possible.

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

**TITLE: PRESIDENT/Chair Elect**

**NUMBER: 1.2**

**EFFECTIVITY: 7/1/2018**

The President/Chair-Elect shall act in place of the President/Chair in the event of the absence of the President/Chair and shall exercise such other duties as may be delegated to the office by the Board.

**DUTIES AND RESPONSIBILITIES:**

1. Perform duties of the President in his/her absence, disability or inability to act.
2. Serve as a member of the Board of Directors.
3. Serve as the board liaison to component local association of NYHIMA. Immediately after taking office establish communication with each committee chair, liaisons, and coordinators. Maintain contact quarterly and report pertinent information to the board
4. Attend AHIMA “Leadership Symposium” usually held in July.
5. Select Chair and Committee member appointments (subject to Board approval) for your year as President as indicated by Bylaws and Standing Rules.
  - i. Whenever possible, choose chairpersons who have first served as members of the same committee.
  - ii. Before contacting potential chair/committee people, have the Central Office verify that your appointees are members in good standing.
  - iii. Committee/Workgroup Chairs should have recently served on the committee in order to maintain continuity of the group.
  - iv. List of Committees to be appointed:
    1. Awards Committee
    2. Data Protection Review Board Representative
    3. Legislative Committee
    4. Education Committee
    5. IPRO Liaison
    6. Professional Practice Liaison
    7. SPARCS
    8. Membership
    9. Public Relation Officer
    10. Consumer Education Coordinator
    11. NY Coding Roundtable

## **NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION**

### **POLICIES AND PROCEDURES**

6. Serve as ex-officio member of the Bylaws Committee and Arrangements Committee.
7. Serve as a voting member of the Legislative Committee and the Strategic Planning Committee.
8. Serve as Member of the AHIMA House of Delegates (HOD) for three consecutive years.
9. Serve us a member of NYHIMA Governance Committee
10. Take part in the NYHIMA Team Talks with Delegates to the AHIMA Annual Conference.
11. Be part of NYHIMA Delegate to the AHIMA House of Delegates for three consecutive years (President-Elect, President and Past President)
12. Coordinate with the President, one visit to Central Office during the year to observe and evaluate office activities. Prepare a follow-up report to the Board of Directors.
13. Refer to NYHIMA Advocacy Plan for some responsibilities.
14. Submit quarterly board reports.

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

**TITLE: PAST PRESIDENT**

**NUMBER: 1.3**

**EFFECTIVITY: 7/1/2018**

**PURPOSE:** The office of the Past President is responsible to assist the President in providing leadership oversight and guidance to the Board and the membership in all affairs of the state Association.

**QUALIFICATIONS:** Must be an active member of AHIMA. Previously held a regional, state, or national volunteer position or project manager experience. Can not hold any other regional or national board position.

**APPOINTMENT:** Assumes office as of July 1st and ends June 30th. One year term as Past President/Director, Chair, Nomination Committee, and By Laws.

**RESPONSIBILITIES:**

1. Has working knowledge of NYHIMA Strategic Plan, Tactical (operational) Plan, NYHIMA Bylaws, Standing Rules
2. Provides input into the Strategic and Tactical Plan.
3. Assists in new Board member Orientation process.
4. Fully attends and/or participates in all of the NYHIMA Board meetings, conference calls, the NYHIMA annual meeting, and strategic planning meetings. Attendance is required for the House of Delegates, summer Team Talks, winter Team Talks/Capitol Hill Day, at least one regional meeting. Also, must participate in AHIMA HOD task force activities/meetings as required. Scheduled dates will be confirmed at least one month prior.
5. Mentors the President and President-elect.
7. It is the responsibility of each board member to review the materials prior to the meeting. Agenda and supporting documentation will be sent at least one week prior to the Board meeting.

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

**TITLE: TREASURER/FINANCE DIRECTOR**

**NUMBER: 1.4**

**EFFECTIVITY:7/1/2018**

The Treasurer acts as custodian of the funds of NHIMA. The Treasurer shall receive and oversee disbursement all funds and keep a record of the same. Length of term is 2 years. The office is elected by NHIMA members. Treasurer serves as Chair of the Finance Committee with the President and President-elect as members of the committee. The purpose of the Finance Committee is to prepare the annual budget for the association and submit it to the Board of Directors for review and approval.

**DUTIES AND RESPONSIBILITIES:**

1. Keep accurate and complete record of receipts and disbursements.
2. Maintain bank accounts in bank (s) as designated by the Board of Directors and serve as authorized signer for all NHIMA bank accounts.
3. Collaborate with Central Office Operational Coordinator to prepare financial reports for the Board of Directors and the Association's Annual Business Meeting.
4. Balance accounts monthly and at the end of the term.
5. Submit copies of deposits and disbursements to President monthly for review.
6. Prepare fiscal year end treasurer's report; publish on Board CoP. NHIMA members may obtain copies of the year end treasurer's report upon request from Central office.
7. Maintain an accounting of money collected for sales tax (mailing labels, legal guides, shirts and mugs, etc). File sales tax return by January 25 of each year.
8. Bring to the Board of Directors' attention any bond expiration date.
9. Bring to the Board of Directors' attention any certificate of deposit maturity



**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

**TITLE: SECRETARY/COMMUNICATION DIRECTOR**

**NUMBER: 1.6**

**EFFECTIVITY: 7/1/2018**

The Secretary/Communications Director shall be the official custodian of the records of NYHIMA. Shall certify and keep at the principal office of NYHIMA the original copy.

The Communications Director is responsible to assist the President in providing leadership oversight and guidance to the Board and the membership in all affairs of the state Association, assists with the NYHIMA mentoring and HIM career awareness initiatives, and assists with website control of documents.

**QUALIFICATIONS:** Must be an active member of AHIMA. Previously held a local, state, or national volunteer position or have project manager or committee member experience preferred.

**APPOINTMENT:** Assumes office as of July 1st and ends June 30th. Two year term as Director

**RESPONSIBILITIES:**

1. Has working knowledge of NYHIMA Strategic Plan, NYHIMA Bylaws, Standing Rules, policies, procedures, and position descriptions.
2. Provides input into the strategic plan and budget.
3. When necessary, assist with website revamp.
5. Coordinates attendance at high school career fairs throughout NYS. Coordinates attendance at the High School Counselor Association vendor show.
6. Fully attends and/or participates in at least 80% of the Board meetings, committee conference calls, the strategic planning meeting and the NYHIMA annual meeting.
7. Reviews the materials prior to the meeting. Agenda and supporting documentation will be sent via electronic mail at least one week prior to the Board meeting.
9. All Board expenses are to be recorded on the NYHIMA Expense Statement and submitted within 30 days for reimbursement.

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

10. All electronic mail/voice mail/facsimile received will be responded to within the requested time and should be checked regularly.

11. Recommends changes to policies, procedures, standing rules, bylaws, and position descriptions when necessary.

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
POLICIES AND PROCEDURES**

**TITLE: MODERATOR**

**NUMBER:**

**EFFECTIVITY: 7/1/2018**

As Moderator (formerly Presiding Officer) please review your speaker's biography in preparation for speaker introduction. Check the program agenda to confirm the session meeting room.

**10-15 minutes prior to the beginning of your session:**

- Report to the meeting room to meet the speaker(s), help the speaker(s) get situated and to make sure that all desired arrangements are in place.
- Make sure the AV equipment is in place and working and that the presentation is loaded and ready for projection.
- Make sure any handouts the speaker brought in have been distributed, as necessary.

**At the beginning of your session:**

- Get the attention of the audience. Remind the audience to turn off their cell phones during the presentation. Make housekeeping announcements, as requested by the program or arrangements committee.
- ▶ Start the session on time. Introduce the topic and speaker according to information provided by them in their biographical sketch.
- ▶ Note that the speaker's presentation will be available for reference and review on the conclusion of the conference.

**During your session:**

- Be aware of lighting and sound/noise problems. Arrange to have them corrected if possible.
- Keep track of the time. Arrange to signal the speaker (as discreetly as possible without attracting undue attention to yourself) when time is running out to encourage the speaker to conclude the presentation and end on time.

**At the end of the Presentation:**

- Thank the speaker on behalf of the audience and NYHIMA.

## **NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION**

### **POLICIES AND PROCEDURES**

- Again, make announcements as requested by the program and arrangements committees.
- Remind participants to complete their online session evaluations when they receive them via email at the conclusion of the conference.

#### **Immediately after your session:**

- Report any issues, complaints or suggestions to the program and arrangements committees.
- Deliver a copy of the speaker handout(s) to the Conference Registration area (as necessary).