



FROM THE NYHIMA POLICIES & PROCEDURES

H. Advocacy Director

NYHIMA BYLAWS Per NYHIMA Bylaws, Article VI 6.11 Duties of Advocacy Director. The Advocacy Director will lead the Association's advocacy efforts by serving as the legislative liaison with affiliate organizations, and monitoring State and Federal legislative activity in areas affecting the healthcare industry. The Advocacy Director monitors pending State and Federal legislation and regulation with a potential impact on health information management, including the NYS Legislative Bill File. The Advocacy Director creates and maintains relationships with representatives of government and other associations who share an interest in health information management related topics, regulation and legislation.

DUTIES AND RESPONSIBILITIES:

1. NYHIMA Board:

- a) Serve as a member of the Board of Directors.
- b) Provide input into the Strategic Plan.
- c) The Board of Directors is required to participate in at least 80% of all regularly scheduled meetings. If a Board member misses two consecutive meetings, the President/Chair will contact the member to discuss his/her commitment to the Board.
- d) Prepare an annual report for Advocacy Director duties/accomplishments to be included in the overall NYHIMA annual report that will be presented at the NYHIMA Annual Member Business Meeting as well as to AHIMA.
- e) Orients the incoming Advocacy Director (if applicable).

2. Advocacy Duties:

- a) Monitors pending State and Federal legislation and regulation with a potential impact on health information management, including the NYS Legislative Bill File using AHIMA's Tool (AHIMA provides training via webcasts).
- b) Provides a monthly summary report to the Board of Directors of pending regulations or legislation pertinent to the healthcare industry. Develop a pending regulation or legislation specific action plan to present to the Board of Directors. Follow through with actionable items with Board of Director recommendations.
- c) Notifies Component Local Association (CLA) leaders via the Central Office as necessary when member input is needed on pending legislative activity.
- d) Educates the Board and members about legislation or regulations (introduced or pending comments) in general at both the State and Federal level.
- e) Chair/direct with the Central Office a NYS Hill Day under the approval and direction of the Board, if applicable.

- f) Creates and maintains relationships with representatives of government and other associations who share an interest in health information management related topics, regulation and legislation.
 - g) Communication to Membership via the Central Office through eBlasts, Perspectives Online, Social Media, etc.
- 3. NYHIMA Committees:**
 - a) Chairs the Advocacy Committee.
- 4. NYHIMA Central Office:**
 - a) Works with the Central Office as described under Advocacy Duties above.
- 5. State Functions for AHIMA:**
 - a) Attend AHIMA Advocacy Summit held in Washington DC, usually in March.
- 6. Other Duties:**
 - a) Attend and participate in the NYHIMA Annual Conference
- 7. Correspondence / Communications:**
 - a) Copy pertinent correspondence to the Central Office.
 - b) Reply promptly (24-48 hours) to all correspondence.
 - c) At end of term, meet with successor to review the past year's goals accomplished and those that remain outstanding.
 - d) Sign up and monitor communication on AHIMA's Engage New York State Community and respond when applicable.
 - e) Receive approval for any written article or interview for publication relating to association activities or expressing association policy in an official capacity from the Board of Directors prior to publication. Official capacity should not be used to endorse commercial products or privately published material, but does not preclude reviewing publications.
 - f) Submit a report of all activities to the Central Office by April 30th to be included in the annual NYHIMA Report that is provided to NYHIMA Members and AHIMA.
 - g) Attend all meetings and conference calls of the Board of Directors, if you are unable to attend you should notify the President and Central Office at least five (5) days prior to a scheduled meeting.
 - h) Arrive punctually for meetings and stay until all business has been accomplished. If you plan to be late, notify the President and Central Office.
 - i) Submit monthly Board of Directors written reports to the Central Office according to your Position Description and yearly meeting schedule.
 - j) Attend local association meetings in your area whenever possible in order to maintain communication with the CLA's and provide information about NYHIMA. Share with the Board of Directors any pertinent information from the CLA's.
 - k) Report any expected vacations of more than one week to the Central Office.