



## **FROM THE NYHIMA POLICIES & PROCEDURES**

### **F. Communications Director**

**NYHIMA BYLAWS Per NYHIMA Bylaws, Article VI 6.8 Duties of Communications Director.** The Communications Director shall serve as the Chair of the Editorial Board, responsible for oversight of the Association's newsletter, Perspectives Online, as described in the NYHIMA Policy and Procedure Manual. The Communications Director shall also approve a monthly social media calendar supplied by the Central Office and provide content to the Central Office to use on all social media platforms. The Communications Director also is a member of the Membership Committee.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. NYHIMA Board:**

- a) Serves 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 Communications 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 Communications Director (if applicable).

#### **2. Communication Duties:**

- a) Chair the Editorial Committee who will assist the Central Office with the publishing of Perspectives Online in August, October, December (end of the year edition), February, and April.
- b) Oversee and monitor NYHIMA publications both electronic and written if applicable.
- c) Solicit Component Local Associations (CLA) members and other professionals as appropriate for articles to be published in Perspectives Online.
- d) Work with the Central Office in creating the social media schedule and campaigns.
- e) Work with the Central Office and Annual Conference Committee to promote NYHIMA's Annual Conference and acts as the social media / reporter at the Annual Conference.
- f) Work with the Membership Committee and AHIMA's New York State Recruitment Coordinator, to promote NYHIMA.
- g) Sign up and monitor communication on AHIMA's Engage New York State Community, respond to questions and report activity to the Board of Directors.

#### **3. NYHIMA Committees:**

- a) Chairs the Communications Committee (Editorial Board).
- b) Serves as a member and Board liaison to the Membership Committee.

- c) Serves as a voting member of the Executive Committee.
- 4. NYHIMA Central Office:**
  - a) Works with the Central Office as described under Communication Duties above.
- 5. State Functions for AHIMA:**
  - a) NA
- 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) 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.
  - e) 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.
  - f) 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.
  - g) Arrive punctually for meetings and stay until all business has been accomplished. If you plan to be late, notify the President and Central Office.
  - h) Submit monthly Board of Directors written reports to the Central Office according to your Position Description and yearly meeting schedule.
  - i) 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.
  - j) Report any expected vacations of more than one week to the Central Office.