

**General Information for NYHIMA Board of Directors, Delegates, Committee Chairs, and Committee Members**

**A. NYHIMA Conflicts and Dualities of Interest Policy and Procedure**

1. In April 2002, the NYHIMA Board of Directors approved for implementation a Conflicts and Dualities of Interest Policy and Procedure based on an AHIMA model. The NYHIMA Board has determined that it is in the best interest of NYHIMA and of the public it serves to have a clear set of procedures to identify and resolve conflicts and dualities of interest which might occur.
2. This Conflicts and Dualities of Interest Policy and Procedure provides standards by which employees, officers, committee chairpersons, liaisons, special interest group leaders, material fiduciary vendors of NYHIMA, as well as to officers and directors of Component Local Associations (CLAs) as regards their dealing with NYHIMA, and other volunteer leaders (Covered Persons) will conduct themselves.
3. As of July 1, 2002, NYHIMA will require that Covered Persons complete and submit to the Central Office Coordinator the Approved Form for Disclosure of Actual, Possible or Apparent Conflicts and Dualities of Interest.

**B. NYHIMA Confidentiality and Non-Disclosure Policy and Procedure**

1. In April 2002, the NYHIMA Board of Directors approved for implementation a Confidentiality and Non-Disclosure Policy and Procedure based on an AHIMA model.
2. This Confidentiality and Non-Disclosure Policy and Procedure provides the standards by which Covered Persons will conduct themselves in order to protect and preserve for NYHIMA the confidentiality, secrecy and proprietary nature of information and matters in connection with its business and operation, which is of great value to NYHIMA. NYHIMA holds each employee, volunteer to the highest level of integrity and loyalty in the interest of NYHIMA and its members.
3. Covered Persons include employees, officers, committee chairpersons, special interest group leaders, liaisons, agents, material fiduciary vendors of NYHIMA, officers and directors of Component Local Associations, and other volunteer leaders.
4. As of July 1, 2002, NYHIMA will require that the above described "Covered Persons" complete and submit to the Central Office Coordinator the [Approved Form for Annual Confidentiality Agreement](#).

### **C. Central Office**

#### **1. General Services**

- a) Capitol Hill Management Services (CHMS) will provide full service association management and work at the direction of the NYHIMA President.
- b) Maintain the headquarters of NYHIMA at offices located at 230 Washington Avenue Extension, Suite 101, Albany, New York 12203.
- c) Provide a live receptionist to answer all NYHIMA calls during the hours of 9:00 AM – 4:30 PM ET.
- d) Appoint an Account Executive who will work directly with the NYHIMA President and act as the main point-of-contact for the organization.

#### **2. Member Services**

- a) Maintain accurate and up-to-date databases of members, vendors, workshops, consultants and markets.
- b) Reconcile member database with AHIMA reports.
- c) Administer AHIMA rebates and membership marketing partnership programs.
- d) Maintain membership dues process.
- e) Promote association membership.
- f) Respond to membership inquiries and coordinate membership campaigns.
- g) Respond to phone, web, email and all inquiries.
- h) Respond to member requests and provide member services.
- i) Establish email lists and assist in the preparation and distribution of publications.
- j) Manage member communications.
- k) Perform other duties as reasonably determined by the President.
- l) Send thank you notes to new NYHIMA Dues Paying Members.

#### **3. Board of Directors**

- a) Coordinate all NYHIMA board meetings.
- b) Arrange for meeting location or conference call.
- c) Prepare and distribute the agenda and documents for the meetings.
- d) Attend meetings and calls of the Board of Directors.
- e) Record and distribute Board of Directors Meeting minutes.
- f) Carry out objectives as determined by the Board of Directors.
- g) Provide administrative support to Association Committees and Subcommittees.
- h) In addition to the monthly Board Meeting calls/meetings, participate in meetings/calls as requested. Distribute meeting minutes, if applicable.
- i) Report to the Executive Committee and the Board of Directors as required.
- j) Perform other duties as reasonably determined by the President.

#### **4. Bookkeeping and Financial Management**

- a) Review all current financial information.
- b) Receive invoices and checks.

- c) Record and deposit checks into accounts.
- d) Enter accounts payable and accounts receivable into QuickBooks and enter approved payables into the online Bill Pay for authorization by the NYHIMA Financial Director or President.
- e) Send an email notice to NYHIMA's Financial Director or President that bills are ready for approval.
- f) Reconcile all bank statements and investment accounts monthly.
- g) Prepare and submit to the Board of Directors all desired monthly financial reports.
- h) Assist in the preparation of the annual budget.
- i) Review all budgets for accuracy.
- j) Prepare and record all year-end adjustments.
- k) Prepare all required yearly reports and schedules for the outside accountant.
- l) Senior level accounting staff will be available to meet with the Board of Directors and be available to answer questions as needed.
- m) Prepare Board Packets each year for incoming Board of Directors which will be presented at the Annual Meeting/Joint Board Meeting.
- n) Two times a year submit an A/R Report to the Finance Director, President and President Elect.
- o) Maintain and distribute Board Calendar with monthly updates to all Board members.

## **5. Communications**

- a) Provide ongoing updating and maintenance of the NYHIMA website.
- b) Distribute email blasts as needed for ongoing Member communication.
- c) Assist the Communications Director with formatting the NYHIMA newsletter *Perspectives Online*.
- d) Distributes *Perspectives Online*.
- e) Maintain Communications calendar (including newsletter).

## **6. Education**

- a) Schedule and arrange committee conference calls.
- b) Contact and schedule speakers.
- c) Negotiate speaker fees.
- d) Establish registration.
- e) Monitor online registrations.
- f) Collect webinar presentations.
- g) Coordinate and host webinars.
- h) Confirm attendees and payment.
- i) Establish non-public website link.
- j) Update website.
- k) Manage logistics for onsite seminars.
- l) At the end of the event, send survey with link to CEU certificate to all paid attendees.
- m) Follow up with any attendees who need to pay, upon payment send the survey

and link to CEU certificate.

- n) Send thank you letter to speaker(s) at conclusion of event.

## **7. Advocacy**

- a) Register the President, President Elect, and Advocacy Director for the AHIMA Advocacy Summit (Note: the above mentioned three Directors are pre-approved to attend the AHIMA Advocacy Summit, if others need to attend, this will need to be pre-approved by the Board of Directors (AHIMA allows up to five).
- b) Membership communication on all HIM Advocacy issues.
- c) Maintain Advocacy updates on website provided by the Advocacy Director.

## **8. AHIMA**

- a) Work with NYHIMA Past President to review current NYHIMA Bylaws and make revisions where applicable. Coordinate processing of revised Bylaws with NYHIMA Membership and AHIMA Volunteer Services.
- b) Complete Annual AHIMA CSA Survey.
- c) Review and work with NYHIMA President to sign the AHIMA Annual CSA Agreement.
- d) Attend the AHIMA Leadership Symposium in July with the President and President-Elect.

## **9. NYHIMA Annual Conference**

- a) Assist in the planning of the annual conference.
- b) Prepare event budget.
- c) Research venues, menus, costs and provide information to the Board of Directors for a final decision.
- d) Negotiate contract.
- e) Reserve venue and finalize all facility details.
- f) Create sponsorship packages.
- g) Work with Board to solicit sponsors.
- h) Secure meeting and speaker sponsors and vendors.
- i) Manage tradeshow logistics.
- j) Secure speakers, arrange travel and finalize agendas.
- k) Facilitate the development of event program and collateral materials.
- l) Publicize events to members and interested parties through the website, e-mail blasts and invitations.
- m) Establish on-line registration for the event.
- n) Accept reservations and create lists of attendees.
- o) Attend events to serve as a liaison with the facility staff, provide on-site registration, assist speakers, ensure the satisfaction of members and monitor the progress of the event.
- p) Send survey and link to CEU certificate to attendees, sponsors and vendors.
- q) Prepare thank you notes to sponsors and vendors following events and send survey.
- r) Prepare thank you notes for speakers following events.

- s) Maintain attendance records.
- t) Perform all other administrative functions specific to NYHIMA requirements.
- u) Report to the Executive Committee and Board of Directors as required.

**10. Additional Services**

- a) NYHIMA will have access to the conference room on an as available basis.
- b) NYHIMA will have access to the kitchen.
- c) CHMS will provide reception services between the hours of 9:00 – 4:30 p.m.
- d) CHMS will provide live telephone answering service in the name of the association between the hours of 9:00 a.m. and 4:30 p.m. Before and after business hours, the phones will be answered by voicemail. Local and long-distance phone lines will be the responsibility of NYHIMA.
- e) CHMS will provide fax service.
- f) Internet access will be provided.
- g) Free parking is available for NYHIMA, its members and visitors.
- h) Record Retention (per NYHIMA’s Record Retention Policy).

**11. Social Media**

- a) CHMS will provide 12 schedules over the course of a year to the NYHIMA Board to approve. All Schedules will be submitted for approvals 1 week before the current month is over to the Communications Director and President. Once approved, the CHMS team will use scheduling tools (Facebook scheduler, Hootsuite) to upload content. It is agreed that the monthly schedule will be subject to change due to breaking news.
- b) Each schedule will include daily strategic schedule for:
  - a) Facebook
  - b) Twitter
  - c) LinkedIn
  - d) Schedules will be a mix of:
    - e) Education Promotion
    - f) Annual Conference Promotion
    - g) Membership Promotion including scholarship donations
    - h) Content from Newsletters/Eblasts
    - i) Relevant Articles
    - j) Advocacy Issues
    - k) AHIMA endorsed initiatives
    - l) Internal NYHIMA News
    - m) News about NYHIMA Members
    - n) News about the Health Information Management Industry
    - o) AHIMA Journal
    - p) AHIMA eAlert
    - q) Fierce Health IT
    - r) Healthcare Info Security eNews
    - s) Other publications of relevance
    - t) Retweets/Shares
    - u) Industry Leaders
    - v) Sponsors
    - w) Other Component State Associations

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| <ul style="list-style-type: none"> <li>(CSAs)</li> <li>x) Component Local Associations (CLAs)</li> <li>y) Reporting. In order to measure the impact of NYHIMA’s social media efforts, CHMS will provide analytics</li> </ul> | <ul style="list-style-type: none"> <li>z) Page actions/activity</li> <li>aa) Page likes/retweets</li> <li>bb) Page views</li> <li>cc) Reach</li> </ul> |
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**D. Travel and Expenses**

See NYHIMA Travel Policy: [Click Here](#) to view full travel policy

**E. Insurance**

The New York Health Information Management Association carries D&O (Directors & Officers) Insurance. A type of liability insurance covering directors and officers for claims made against them while serving on the Bboard of Directors and/or as an officer.

**F. Dereliction of Duty**

**Per NYHIMA Bylaws, Article VI, 6.3.1 Resignation.** Any Officer may resign at any time by giving written notice of resignation to the Board of Directors of NYHIMA. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice and need not be accepted to be effective. Any Officer who is absent from three (3) consecutive meetings of the Board of Directors without good cause acceptable to the Board shall be deemed to have resigned.

**Per NYHIMA Bylaws, Article VI, 6.3.2 Removal.** Officers may be removed for cause by either a vote of the members or the Directors provided, in the case of removal by the Directors, a quorum of not less than a majority of the Directors must be present at the meeting where such action is taken. An Officer may be removed by the affirmative vote of two thirds of the NYHIMA Dues Paying members voting by electronic ballot provided that: (a) the number of members casting votes would constitute a quorum if such action had been taken at a meeting, (b) voting remains open for at least twenty (20) days from the date of such removal, a notice in writing of the proposed removal is delivered to all NYHIMA Dues Paying Members. Removal of an Officer shall be without prejudice to the contract rights, if any, of the person so removed, but election of an Officer shall not of itself create contract rights.

**G. Committee, Workgroup, Section and Task Force Chairs**

See NYHIMA Bylaws: [Click Here](#) to view Bylaws, refer to Article VIII for Committee and Task Force Responsibilities

## Leadership Orientation – Board of Directors

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### A. **Board Members**

See NYHIMA Bylaws: [Click Here](#) to view Bylaws, refer to Article V and Article VI for Board Members Roles and Responsibilities.

### B. **President**

#### **NYHIMA BYLAWS: Per NYHIMA Bylaws, Article VI 6.4 Duties of President / Chair.**

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 Central Office Coordinator, 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. The President/Chair shall certify and keep at the principal office of NYHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as a book of minutes of all meetings of the members and the Board of Directors, and any committees having any of the authority of the Board of Directors. The President/Chair shall perform any and all other duties incident to the office of President/Chair and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors. The President/Chair must be a NYHIMA Dues Paying Member in good standing of AHIMA and NYHIMA and hold an AHIMA-approved certificate/credential.

#### **DUTIES AND RESPONSIBILITIES:**

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

- a) Serve as a member of the NYHIMA Board of Directors (BOD).
- b) Mentor the President/Chair-Elect.
- c) The President/Chair shall convene regularly scheduled BOD meetings and shall preside at each meeting.
- d) At the beginning of the term: set a monthly conference call schedule for the Board of Directors for the upcoming year.
- e) At the beginning of the term: set in person meeting schedule for the Board of Directors for the upcoming year (note: BOD in person meetings typically take place in August, September, April, and June).
- f) Prepare an agenda for each Board of Directors meeting which the Central Office will send (with supporting documents) to each Board member at least 5 days and no more than two weeks before the meeting.

- g) The Board of Directors is required to participate in at least 80% of all regularly scheduled meetings. If the President misses two consecutive meetings, the President/Chair Elect will contact the President to discuss his/her commitment to the Board.
- h) Preside at all NYHIMA Business Meetings.
- i) The President/Chair shall preside at the NYHIMA Annual Member Business Meeting (held in conjunction with the Annual Conference).
- j) The President/Chair shall preside at any other business meetings called for a special purpose.
- k) Ensure that the Board reviews the association's policies and procedures on an annual basis.

## **2. NYHIMA Committees**

- a) Act as ex-officio member of all committees.
- b) Serves as a voting member on the Executive Committee, Strategic Planning Committee, Governance Committee, and Finance Committee.
- c) Serves as the Board Liaison to the Annual Conference Planning Committee.
- d) Appoint Awards Committee Chair, whenever possible choose a chairperson who has first served as a member of the same committee in order to maintain continuity in the group.
- e) Standing Committee Chair Appointments:
  - a. Appoint all committee chairs who will serve on standing committees as described in the bylaws.

## **3. NYHIMA Central Office:**

- a) Oversee operations of the Central Office. The Central Office should provide status reports to the President/Chair as necessary and in accordance with the terms of their contract.
- b) Coordinate with the President-Elect, one visit to the Central Office during the year to observe and evaluate office activities. Prepare a follow-up report to the Board of Directors.
- c) Set up a monthly call with the Central Office Coordinator two weeks prior each Board Meeting to discuss current business and preparation for the next Board of Directors meeting.
- d) With the assistance of the Central Office, compile an annual report for the entire term to be presented at the Annual Member Business Meeting.
  - a. Request written reports from each Board member and each Component Local Association President..
  - b. Distribute copies to all members of the Board of Directors.
  - c. File copies with the Central Office.
  - d. Send final Annual Report to AHIMA.
  - e. Post final Annual Report to NYHIMA Website at conclusion of Annual Conference.



**4. State Functions for AHIMA:**

- a) Serve as Delegate to the AHIMA House of Delegates (HOD) and lead the NYHIMA delegation.
  - a. Assign breakout sessions for each Delegate to attend.
  - b. Participate in AHIMA HOD Task Force activities/meetings as required.
  - c. Sign up for the AHIMA HOD Engage Community.
- b) Attend AHIMA's Annual Leadership Symposium in Chicago, IL usually in July.
- c) Attend AHIMA's Advocacy Summit in Washington DC, usually in March.
- d) Work with the Past President to review AHIMA and NYHIMA bylaws, policies and procedures to ensure that NYHIMA bylaws conform to those of AHIMA.
- e) Work with the Central Office to ensure compliance with the AHIMA Affiliation Agreement.
- f) Be informed of AHIMA activities, dates of upcoming events, surveys, etc., and communicate pertinent information to the Central Office who will then share with the Board of Directors and the membership.

**5. Other Duties:**

- a) Attend and lead at the NYHIMA Annual Conference.
- b) Write and submit a "President Message" on matters of current concern for each issue of ***Perspectives Online***.
- c) Serve as official representative of the Association or appoint another member to be representative when the occasion requires representation.
- d) Schedule and coordinate a review of the association's financial records when the treasurer's term of office has ended (every two years).
- e) Serve as authorized signer for all NYHIMA bank accounts.
- f) Send welcome letters to new members of NYHIMA (AHIMA and NYHIMA Dues Paying Members) (Central Office sends with President's signature approval).
- g) Send thank you notes to all speakers, vendors or scholarship donors. (Central Office sends with President's signature approval).
- h) Work with Component Local Association Leadership to encourage collaboration and Membership engagement.
- i) Accept invitations to attend CLA meetings when possible, or ask another Board member to attend in your place. Invitations and scheduling to attend CLA meetings will be done through the Central Office.
- j) Periodically review website content and send any revisions to the Central Office Coordinator.

**6. 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 30<sup>th</sup> to be included in the annual NYHIMA Report that is posted to the NYHIMA website for all NYHIMA Members and emailed to AHIMA.
- g) Attend all meetings and conference calls of the Board of Directors, if you are unable to attend you should notify the President-Elect 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-Elect and Central Office.
- i) Submit monthly Board of Directors written reports as applicable to the Central Office according to your Position Description and yearly meeting schedule.
- j) Attend local association meetings in your area whenever possible 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.

### **C. President Chair/Elect**

**NYHIMA BYLAWS: Per NYHIMA Bylaws, Article VI 6.5 Duties of President Chair/Elect.** 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. The President/Chair-Elect shall serve as the Board liaison to the Component Local Associations (CLAs) and spend time learning all the Board positions and committees to prepare for their year as President/Chair.

#### **DUTIES AND RESPONSIBILITIES:**

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

- a) Serve as a member of the Board of Directors.
- b) Perform duties of the President/Chair in his/her absence, disability or inability to act.

- c) Be familiar with the NYHIMA Strategic Plan and work with the President and Board of Directors to adjust as needed going into the role of President/Chair.
- d) Learn all Board of Directors positions and committee functions.
- e) Submit reports as applicable to the Board of Directors at monthly or scheduled meetings.
- f) Serve as the Board of Directors liaison to NYHIMA CLAs. Immediately after taking office establish communication with each CLA President. Maintain contact and report pertinent information to the Board.
- g) 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.
- h) Prepare an annual report for President/Chair- Elect 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.

**2. NYHIMA Committees:**

- a) Serves as a voting member on the Executive Committee and Finance Committee.
- b) Serves as the Board liaison to the Education Committee.
- c) Serves as ex-officio member of the Annual Conference Committee.
- d) At end of term, select Committee Chair appointments for your year as President as indicated by Bylaws and Standing Rules.
- e) Before contacting potential chair/committee members, have the Central Office verify that your appointees are NYHIMA Dues Paying Members.
- f) Tentative List of Committee Chairs to be appointed:
  - a. Membership Committee
  - b. Awards Committee

**3. NYHIMA Central Office:**

- a) Coordinate with the President/Chair, one visit to the Central Office during the year to observe and evaluate Central Office activities. Prepare a follow-up report to the Board of Directors.

**4. State Functions for AHIMA:**

- a) Serve as a NYHIMA Delegate to the AHIMA House of Delegates (HOD) for three consecutive years (President-Elect, President

and Past President). Participate in AHIMA HOD Task Force activities/meetings as required.

- b) Attend AHIMA Advocacy Summit in Washington DC, usually in March.
- c) Attend AHIMA Leadership Symposium in Chicago, IL, usually held in July.
- d) Must sign up for the AHIMA HOD Engage community.

**5. Other Duties:**

- a) Attend and participate in the NYHIMA Annual conference.
- b) Research and make recommendations to the NYHIMA Board of Directors, awards that AHIMA gives at the AHIMA Annual Conference. Coordinate with the Central Office completing and sending applications to AHIMA.

**6. 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 30<sup>th</sup> 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.

**D. Past President**

**NYHIMA BYLAWS Per NYHIMA Bylaws, Article VI 6.6 Duties of Past President:**

The Past President is responsible for assisting the President/Chair in providing leadership oversight and guidance to the Board and the membership in all affairs of the state Association. The Past President shall mentor the President/Chair and President/Chair-Elect and serve as the Chair of the Nominating and Governance Committees and a member of the Bylaws committee. The Past President also works with the NYHIMA Central Office to review Local Component Association Bylaws and amendments for approval, prepares proposed Bylaws amendments for submission to AHIMA for approval, and performs the annual update review of the NYHIMA Procedure Manual.

**DUTIES AND RESPONSIBILITIES:**

**1. NYHIMA Board:**

- a) Serve as a member of the Board of Directors.
- b) Mentor the President/Chair and President/Chair-Elect.
- c) Have a working knowledge of the NYHIMA Strategic Plan, NYHIMA Bylaws and Standing Rules, the NYHIMA approved budget, policies, procedures, and position descriptions.
- d) Provide input into the Strategic Plan.
- e) Perform the annual update review of the NYHIMA Policy and Procedure Manual. Works with the Board of Directors and Central Office to update Bylaws. Recommend changes to policies, procedures, standing rules, bylaws, and position descriptions.
- f) Work with the Central Office to review Local Component Association (CLA) bylaws and amendments for approval. Prepare proposed Bylaws amendments for submission to the AHIMA State Liaison Representative for approval. (See Bylaws procedures.)
- g) Assist in new Board Member Orientation process.
- h) 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.
- i) Coordinate with the NYHIMA Advocacy Director any bylaw amendments or HIM practice resolutions at the CSA level for submission to AHIMA.
- j) Prepare an annual report for Past President 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.

**2. NYHIMA Committees:**

- a) Serves as Chair of the Nominating and Bylaws Committee.
- b) Serves as the Board Liaison to the Advocacy Committee.
- c) Serve as a voting member of the Executive Committee and Bylaws Committee.
- d) Coordinate with the Central Office to ensure that the Awards Committee follows guidelines for the selection of Distinguished Member, scholarship recipients, etc.
  - a. Review guidelines for award recipients.

**3. NYHIMA Central Office:**

- a) Works with the Central Office in compiling the NYHIMA ballot.

**4. State Functions for AHIMA:**

- a) Serve as NYHIMA delegate to the AHIMA House of Delegates (HOD). Participate in AHIMA HOD Task Force activities/meetings as required and must sign up for the AHIMA HOD Engage community.
- b) Serve as the administrator for the entering of NYHIMA members for submission into consideration for the AHIMA ballot. Presents recommendations for Board of Directors approval.
- c) In odd numbered years, this Association shall be eligible to identify and submit a nominee for election to the American Health Information Management Association Nominating Committee, according to the qualification guidelines published by the American Health Information Management Association and as set forth in the NYHIMA Policy and Procedure Manual.

**5. Other Duties:**

- a) Attend and participate in the NYHIMA Annual Conference.

**6. 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 30<sup>th</sup> 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.

#### **E. Finance Director**

##### **NYHIMA BYLAWS Per NYHIMA Bylaws, Article VI 6.9 Duties of Finance**

**Director.** The Treasurer/Finance Director shall keep, or cause to be kept, adequate and correct accounts of all the properties and financial transactions of NYHIMA and shall deposit, or cause to be deposited, all monies and other valuables in the name of and to the credit of NYHIMA, with such depositories as may be designated by the Board of Directors. The Treasurer/Finance Director shall render to the Board of Directors, upon request, an accounting of all financial transactions of NYHIMA and a statement of the financial condition of NYHIMA, and, if requested by the Board, shall cause an annual audit of the Association's financial affairs to be conducted. The Treasurer/Finance Director shall perform any and all other duties incident to the office of Treasurer/Finance Director and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors. The Treasurer/Finance Director shall also serve as the Chair of the Finance Committee, ex officio with vote.

##### **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) Orients the incoming Finance Director (if applicable).

**2. Finance Duties:**

- a) Keep accurate and complete record of NYHIMA receipts and disbursements.
- b) Review and approve disbursements written by the Central Office prior to any monies being disbursed. (The Central Office does not have check writing authorities, therefore all disbursements must be approved by the Finance Director prior to being released for payment.) Request backup documentation for an appropriate percentage of the checks written as an auditing procedure. This is done after the bank statement for the month has been received and reconciled. A copy of the findings is sent to the Board on a monthly basis.
- c) Working with the Central Office, oversee the maintenance of bank accounts and serve as authorized signer for all NHIMA bank accounts.
- d) Assist in preparing the NYHIMA annual budget including the budget for the Annual Conference, and monitor investment and bookkeeping functions.
- e) Advise the Board annually on the status of investments (through the Annual Report). Work with the Merrill Lynch financial consultant and the Central Office regarding current investment status and any recommendations for changes in the investment strategy.
- f) Update contact for Merrill Lynch account to current President.
- g) Prepare a tentative budget in April to submit to the Board of Directors at the Spring Board meeting to present in June at the Annual NYHIMA Member Business Meeting and in provide in the NYHIMA Annual Report. The final budget is prepared for the August Board Meeting.
- h) Prepare fiscal year end treasurer's report and make available to the membership through the Annual report. NYHIMA members may obtain copies of the year end Finance Director's report upon request to the Central office.
- i) Collaborate with the Central Office to prepare and present financial reports to the Board of Directors monthly.
- j) Work with Central Office to balance accounts monthly and at the end of the term.
- k) Work with the Central Office to review outstanding balances.



- l) Submit copies of deposits and disbursements to President monthly for review.
- m) Monitor the AHIMA Dues Rebate on a monthly basis. The AHIMA Dues Rebate will be received and deposited to the appropriate association account.
- n) Ensure that the final Finance report of the Association is filed with the Bureau of Internal Revenue before November 15th annually. The forms are prepared by the CHMS accountant for delivery to the Finance Director through the Central Office.
- o) Bring to the Board of Directors' attention any bond expiration date.
- p) Bring to the Board of Directors' attention any certificate of deposit maturity.
- q) Work with the Central Office and President to oversee the signing of contracts written for NYHIMA.

**3. NYHIMA Committees:**

- a) Chairs the Finance Committee.
- b) Serves as a voting member of the Executive Committee.

**4. NYHIMA Central Office:**

- a) Works with the Central Office as described under Finance 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) 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 30<sup>th</sup> 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.

#### **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 30<sup>th</sup> 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.

#### **G. Education Director**

**NYHIMA BYLAWS Per NYHIMA Bylaws, Article VI 6.10 Duties of Education Director.** The Education Director will chair the Education Committee to identify topics and plan the program offerings on the NYHIMA Education calendar. The Education Director will work with the Central Office to ensure that all meeting registration materials are maintained in a secure place. These are used to support financial audits and provide information to members.

#### **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 Education 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 Education Director (if applicable).

## **2. Education Duties:**

- a) At the beginning of the first-year term, survey NYHIMA members for their interested educational opportunity topics; share information with the Board of Directors and Annual Conference Planning Committee.
- b) Serve as a liaison to each Component Local Association (CLA) to encourage cooperative planning of education programs and to minimize educational calendar conflicts.
- c) Work with the Central Office to ensure that all meeting registration materials are maintained in a secure place. These are used to support financial audits and provide information to members undergoing an AHIMA audit. These items are maintained in the Central Office and the Central Office Coordinator will follow the retention policy.
- d) Provide a written report (Education Schedule) at each Board meeting regarding the activities of the Education Committee and programs planned/scheduled.
- e) Compile with the Communications Director a master calendar to include all CLA educational sessions and annual meetings. Examples of other events that should be reflected in the calendar are: Annual Conference for AHIMA, ACDIS, and HFMA.
- f) Planning timeline:
  - a. Outgoing Director of Education to work with Incoming Director to establish the Fall Education calendar outline. This needs to be completed by August 1<sup>st</sup>.
  - b. Coordinate with Central Office registration fees, speaker bios/photos, and course content.
  - c. Central Office to open registration for all Fall events in accordance with the calendar.
  - d. In August, call a Summer meeting of the full committee to plan the calendar for the Fall/Spring and Spring/Fall educational programs for the next fiscal year. This may be done by conference call.
  - e. Works with the Finance Director to determine/ensure that the budgeted profit level for the education

programs is met. The Central Office can help you become familiar with past educational events and their rates of success.

- g) Speaker / Program Information:
  - a. The Central Office to provide a complete history of past speakers to the Education Chair/Committee.
  - b. At the monthly Board meetings, present for review, the education calendar and the proposed spring calendar to include: The number of programs, topics, format (i.e. one-day seminar, symposium), tentative sites, dates, and registration fees.
  - c. The education events are managed through the Central Office who will work with you to produce the events on your education calendar.
  - d. Coordinate with the Central Office to establish a break-even point for the number of registrants and determine whether reduced fees for part-time attendance or for multiple registrants from a single facility will be permitted.
  - e. Acquire from your predecessor the calendar of educational programs scheduled during your term, including address and telephone numbers for all speakers.
  - f. Assist in the implementation of the educational programs scheduled for your term.
  - g. Notify the Central Office when a speaker verbally agrees to participate in an educational program. The Central Office will then contact each speaker in writing to confirm their participation, reiterate the agreed upon speaker compensation, identify audio visual needs.
  - h. Work with Central Office to ensure that AHIMA's guideline for assigning CEU credit is being used.

**3. NYHIMA Committees:**

- a) Chairs the Education Committee.
- b) Serves as a consultant for the Annual Conference Planning Committee for session tracks, topics and speakers.

**4. NYHIMA Central Office:**

- a) Works with the Central Office as described under Education 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) 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 30<sup>th</sup> 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.

**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 30<sup>th</sup> 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.

## Leadership Orientation – Committees, Delegates, and Special Task Forces

**NYHIMA BYLAWS Per NYHIMA Bylaws, Article VIII 8.1 Committees.** The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate one or more committees to carry on authorized activities of NYHIMA. Committees may be formed on an ad hoc basis for a defined period of time or effort as provided for in the resolution. The Board President/Chair shall select and appoint the members and the chairs of all committees, unless otherwise specified herein. Committee Chairs must be NYHIMA Dues Paying Members of NYHIMA. The Board President/Chair may attend and participate in meetings of any committees, and shall have voting rights in committees to the extent provided for in the resolution or in these Bylaws. The Board President/Chair may, to the extent permitted by law, appoint members to a committee who are not Directors. Committee members who are not Directors may not have voting power on any committee permitted to act on behalf of the Board of Directors without further action. The provisions of these Bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors, shall apply to committees and their members as well. Unless otherwise provided in these Bylaws, the President/Chair, with the consent of the Board of Directors, has the authority to appoint three (3) or more members of the Board of Directors to special committees. Once created, such committees are limited to the power delegated to them by the Board of Directors. The authority of such committees is limited by law.

Each committee shall exercise the authority of the Board of Directors to the extent authorized by the Board of Directors. However, a committee may not by itself:

- (a) Approve action that requires full Board approval;
- (b) Fill vacancies on the Board of Directors or any of its committees;
- (c) Amend the Articles of Incorporation;
- (d) Adopt, amend, or repeal the Bylaws;
- (e) approve a plan of merger or consolidation or
- (f) Employ or discharge the Office Operations Manager or the association management company services that support the operations of NYHIMA.

Diversity is a core value of NYHIMA which shall guide the activities of the Board and its committees. Each committee shall be responsible within its focus area for promoting broad diversity in the governance, staffing, outreach, and programs of NYHIMA. This includes, but is not limited to, fostering links between NYHIMA and other organizations serving various underrepresented populations, and reviewing NYHIMA's programs, publications, and initiatives to assure multi-cultural sensitivity and inclusivity.

**A. Advocacy Committee**

**CHAIRPERSON:** Elected Advocacy Director

**MEMBERS:** NYHIMA Past President and one designated Legislative contact from each Component Local Association (CLA)

**EX-OFFICIO MEMBERS:** President, President-Elect

**DUTIES AND RESPONSIBILITIES:**

**1. Advocacy:**

- a) Monitor AHIMA's Advocacy initiatives to keep NYHIMA members informed and to integrate into NYHIMA's Advocacy initiatives.
- b) Work with the Advocacy Committee to inform NYHIMA members via NYHIMA social media, Perspective's Online, e-mail, etc, on advocacy and legal issues affecting the HIM professional in all work settings.
- c) The Advocacy Committee will submit an article for each Perspective's Online newsletter edition in August, October, December (end of the year edition), February, and April.

**2. Monitoring of Legislative Activity**

- a) Monitor State and Federal legislative activity in areas affecting healthcare to provide a grass roots advocacy network for a rapid response to urgent legislative issues, whether state or national, that effect the members of NYHIMA. The notification of members is anticipated to create dialogue between members and their representatives.
- b) Coordinate with the Central Office notification of Component Local Associations (CLAs) and Members via e-mail and / or Social Media, urgent issues that need to be disseminated. The Advocacy Committee will prepare the content which will be sent to the President and President-elect for approval. The Central Office will then distribute the information to the Members.

**3. New York State Legislative Bill File**

- a) The proactive involvement of the Advocacy Director and the Advocacy Committee in the bill file tracking process is required. AHIMA's NetScan product will be used to track pending healthcare-related legislation. AHIMA provides a single license and training on the software.
- b) Identify and research pending New York State and federal legislation that impacts the Health Information profession(al). Provide the Board

with sufficient information to recommend support/opposition of pending legislation.

- c) Work with the Central Office to (1) notify CLA Presidents of pending legislation, (2) copy all pending bill information with the Board's recommended position to the CLA Presidents, and (3) provide sample letters for distribution to local legislative representatives.

**The steps in the New York State Legislative Bill File process are as follows:**

1. The Advocacy Director/Advocacy Committee Chair will monitor legislation;
2. The Advocacy Director/ Committee Chair will then seek out the opinion of the Advocacy Committee to determine whether NYHIMA stands in support or opposition to the bills; and
3. The Advocacy Director/ Committee Chair is responsible for communicating NYHIMA's position on pending legislation to the Board of Directors for approval

**Monthly Calendar:**

|           |   |
|-----------|---|
| July      | Coordinate with the Central Office to provide the Advocacy Director/Committee Chair with the contact list of all CLA Board Members so contact can be made to determine the CLA liaison to the committee.                                    |
| August    | Begin review of the New York State Legislative Bill File and continue this review through the end of the legislative session.<br><br>Newsletter Article   |
| September | Prepare written monthly Board Meeting Report. The September report should include the Advocacy Committee's goals for the year.  |
| October   | Newsletter Article  |
| December  | Newsletter Article  |
| January   | Work with the Central Office to ensure the development of an updated list of national and state senators and representatives, including their names, addresses, and telephone numbers.<br><br>Prepare written monthly Board Meeting Report. |
| February  | Newsletter Article  |
| April     | Prepare Annual Advocacy Committee Report to be included in NYHIMA's Annual Report which is provided to NYHIMA Members and AHIMA.<br><br>Newsletter Article  |

|         |   |
|---------|---|
| Monthly | Provide monthly written reports for the Board of Directors Meetings, speak to the report at the Board meetings. |
|---------|---|

**B. Bylaws Committee**

**CHAIRPERSON:** Past President

**MEMBERS:** Three (3), if deemed necessary by the Committee Chair, appointed by the Board of Directors

**EX-OFFICIO MEMBERS:** President, President-Elect

**DUTIES AND RESPONSIBILITIES:**

**1. General:**

- a) Receive from the NYHIMA Central Office the current NYHIMA Policy and Procedure Manual, current NYHIMA Bylaws, current Component Local Association (CLA) bylaws, and any other pertinent Bylaw Committee information.
- b) Become familiar with AHIMA, NYHIMA and CLA Bylaws and Policy and Procedures.
- c) The NYHIMA Central Office will request copies of AHIMA’s Bylaws from the AHIMA Executive Office and provide to the Past President. If there is a Bylaws Committee formed for the upcoming year, the Past President will distribute them to Committee Members.

**2. NYHIMA Bylaws**

- a) Prepare State Bylaws and amendments so that they will be consistent with the Bylaws of AHIMA. A Component State Association (CSA) which fails to incorporate into the Bylaws provisions made mandatory by action of the House of Delegates (HOD) of The American Health Information Management Association (AHIMA) and fails to have a signed, approved copy of said Bylaws filed in the Executive Office by June 30 of the second year following the adoption of the mandatory provision shall not be permitted to seat delegates in the AHIMA House of Delegates (HOD).
- b) Prepare any other proposed amendments:
  - a) You may choose not to accept a proposed Bylaw when:
    - a. Standing rule or procedure will suffice.
    - b. More experience is needed with existing Bylaws.
    - c. It conflicts with Bylaws of AHIMA.

- b) You may also:
    - a. Suggest technical change.
    - b. Submit amendment to proposed amendment.
    - c. Submit alternate amendment.
  - c) The Central Office will send two (2) copies of proposed amendments of the NYHIMA Bylaws to the State Liaison Representative at AHIMA and advise AHIMA of NYHIMA's Annual Conference date and request their prompt response.
  - d) Receive back from the Component State Association Liaison of AHIMA any recommendations. Work with the Central Office to amend proposed Bylaws, if necessary, and forward to the President for review.
  - e) If additional changes to the Bylaws are made by the NYHIMA Board of Directors, have the Central Office send the final Bylaws revision to the CSA Liaison at AHIMA for final approval.
  - f) Once AHIMA approves the final revised Bylaw changes, coordinate with the Central Office sending such NYHIMA Bylaws and amendments to the NYHIMA Members with recommendations for action and reason for them. After adoption, notify Component Local Association Presidents of changes in State Bylaws which will affect the Component Local Association Bylaws (see Section 9.3.4 for information on CLA Bylaw updates).
  - g) Coordinate with the Central Office the notification to AHIMA that the NYHIMA members either approved or did not approve the Bylaw changes.
  - h) If housekeeping changes are not specifically addressed in the Bylaws, such changes are a decision of the NYHIMA Board of Directors. Subsequent to the Board of Directors decision and Bylaws change(s), the updated text should be announced to the Membership (via the newsletter or another convenient means) as well as announced at the next Member Business Meeting which is held during the Annual Conference.
  - i) Submit an Annual Report to the President by April 30th. This report should be brief and highlight only major accomplishments and goals. Send the report via email to the President and Central Office.
- 3. CLA Bylaws:**
- a) Once the Component Local Association Presidents are notified of changes in State Bylaws which will affect the Component Local Association Bylaws, assist the Central Office with the revision to CLA Bylaws. This is often done at the Spring Local Leaders Retreat.
  - b) Monitor with assistance from the Central Office the timeline for CLAs to complete the updating of their Bylaws.
  - c) Review final CLA Bylaws updates to ensure compliance and consistency.

- d) For formation of a new Component Local Association (CLA), see NYHIMA bylaws, Article IX section 9.3.4

**Monthly Calendar:**

|              |  |
|--------------|--|
| July         | <p><b>NYHIMA Board:</b> Review NYHIMA Bylaws and Policy and Procedures that were provided in your Board turnover packet.</p> <p><b>Central Office:</b> Notice to CLAs that bylaw review to being in January, a clean and updated version needs to be submitted to the Central Office by the first Friday in December.</p>  |
| August       | <p><b>Central Office:</b> Make current Bylaws available for reference in the “About” portion of the Website.</p>   |
| November     | <p><b>NYHIMA Bylaws Committee:</b> Prepare any proposed amendments or changes necessitated by the AHIMA HOD, the NYHIMA Annual Member Business Meeting or found in annual housekeeping clean up in the NYHIMA Bylaws.</p> <p>Present to respective NYHIMA Board of Directors to review for December Board Meeting.</p>   |
| December     | <p><b>NYHIMA Board:</b> Bylaw review proposed Bylaw revisions and make comments for the Bylaws Committee to revise.</p> <p><b>NYHIMA Bylaws Committee:</b> Prepare final Bylaws for submission to AHIMA.</p> <p><b>CLAs:</b> By first Friday in December, provide clean copy of bylaws to Central Office. Designate a CLA representative for by NYHIMA Bylaws Committee to communicate suggested revisions to.</p> |
| January      | <p><b>NYHIMA Bylaws Committee:</b> Begin CLA review of bylaws.</p> <p><b>Central Office:</b> Present NYHIMA Bylaws revision to AHIMA to review.</p>  |
| February     | <p><b>NYHIMA Bylaws Committee:</b> Coordinate (if any) NYHIMA bylaw changes into the CLA bylaws with designated CLA representative from each CLA.</p>  |
| March – June | <p><b>NYHIMA Bylaws Committee:</b> Prepare to present amendments (if any) to NYHIMA Members via an email and if applicable at the Annual Member Business Meeting at the NYHIMA Annual</p>  |



|         |  |
|---------|--|
|         | <p>Conference. Coordinate with the Central Office on notifying AHIMA of any Bylaws were voted on and approved / not approved by the Members.</p> <p><b>CLAs:</b> Prepare to present amendments (if any) to respective CLA Members via an email and if applicable at the Annual Meeting. Coordinate with the Central Office on notifying NYHIMA Board of any Bylaws were voted on and approved / not approved by the Members.</p> |
| Monthly | <p><b>NYHIMA Board:</b> Provide a monthly verbal report at Board Meetings, unless it is determined that a written report is needed.</p>  |

**C. Nominating Committee**

**NYHIMA BYLAWS: Per NYHIMA Bylaws, Article VIII 8.2.3 Nominating Committee.** The Nominating Committee shall be comprised of the presidents of the Component Local Associations. The Chair of the Committee shall be the immediate Past President/Chair. The Office Operations Manager shall serve as a non-voting, ex-officio member of the Committee. The Chair and the members of the Committee must be NYHIMA Dues Paying Members in good standing of AHIMA and NYHIMA. The Committee shall identify and recruit qualified individuals to serve on the Board of Directors and as elected Delegates to the American Health Information Management Association House of Delegates. It shall be the duty of the Committee to present to the NYHIMA Dues Paying Members in good standing of this Association a ballot with candidates for each position to be filled according to the schedule as set forth in Section 6.6 of these Bylaws and in the NYHIMA Policy and Procedure Manual. Alternatively, the Committee may present a slate of candidates for election as set forth in Section 5.5 of these Bylaws and in the NYHIMA Policy and Procedure Manual.

**CHAIRPERSON:** Past President

**MEMBERS:** CLA Presidents

**EX-OFFICIO MEMBERS:** President and Central Office Coordinator

**DUTIES AND RESPONSIBILITIES:**

**1. Nominations**

- a) Identify the positions that need to be filled for the following NYHIMA year.
- b) With the Central Office create a NYHIMA Candidate Application to fulfill the needed positions. A 30-day nomination period will take place.
- c) With the Central Office send out a call for nominations to all NYHIMA Dues Paying Members.

- d) After the call for nominations has been sent, begin to identify and recruit qualified individuals as potential candidates.
- e) Once all nominations are received, work with the Central Office to prepare a slate to present to the NYHIMA Board of Directors.

**2. Election**

- f) Once the slate is approved, the Central Office will set up an election via the voting platform on the NYHIMA website.
- g) NYHIMA Dues Paying Members will have two weeks to vote in the election.
- h) After the two weeks conclude, the Central Office will share the election results with the NYHIMA Board and the Nominating Committee.
- i) The NYHIMA President will contact all candidates to inform them of the results.
- j) After all candidates have been informed, a formal announcement will be made to all members (NYHIMA dues paying members and AHIMA members with NY listed as their CSA).

**Monthly Calendar:**

|           |   |
|-----------|---|
| September | Hold a committee call and develop a candidate application.  |
| October   | Call for Nominations and recruitment of potential qualified individuals.  |
| November  | Present a Slate to the NYHIMA Board   |
| December  | NYHIMA Election (first two weeks) and contact with all candidates on results (last two weeks).  |
| January   | Announcement of Election Results  |
| February  | Winners to be featured in Perspectives Online.  |
| Monthly   | From September – January, the Past President/Chair of Nominating Committee will provide verbal reports to the Board of Directors at all Board meetings. |

**D. Conference Planning Committee (Arrangements and Programming Committee)**

**ARRANGEMENTS CHAIRPERSON:** Volunteer from CLA (Host location)

**PROGRAMMING CHAIRPERSON:** Volunteer from CLA (Host location)

**MEMBERS:** Members of the CLA that is hosting the Annual Conference, NYHIMA President, and Central Office Coordinator

**EX-OFFICIO MEMBERS:** President Elect, Education Director (consultant for session tracks, topics and speakers), Finance Director (to sign contracts, approve deposits, and establish in a budget)

**DUTIES AND RESPONSIBILITIES:**

**1. Site Selection**

- a) Work with the Central Office to scheduled site tours with potential venue locations in the selected CLA region.
- b) The Central Office will coordinate site tours with the local CVB and send a schedule to the committee members who will be in attendance on the site tours.
- c) After site tours have concluded, the Central Office will provide a property and proposal snapshot to the NYHIMA Board of Directors for final approval and selection.
- d) The Central Office will work with the selected venue on the contract negotiations and finalization of the contract.

**2. Speaker Selection**

- a) Establish topics for concurrent tracks.
- b) Brainstorm potential keynotes.
- c) Both track topics and potential keynotes need to be approved by the NYHIMA Board of Directors.
- d) Once topics and keynotes are approved, work with the Central Office on sending out a call for speakers.
- e) In addition, to the call for speaker, begin speaker recruitment with local connections for potential speakers.
- f) Central Office will contact potential keynote speakers to confirm date, times, and topic.
- g) Programming Chair, NYHIMA President, and Central Office to hold conference calls with all keynote speaker to discuss content.
- h) On weekly conference calls, format a conference program and slate speakers.
- i) Once all the speakers have been slotted, send to NYHIMA Board for final approval.
- j) Upon final NYHIMA Board Approval, the Central Office will send out speaker contracts. The Central Office will finalize all speaker contracts, bios, and headshots with selected speakers.
- k) The Central Office will work with AHIMA to ensure we have an AHIMA Representative present at the Annual Conference to provide an AHIMA Update.

**3. Pre-Conference Logistics**

- a) Recruitment of Committee Members
- b) Create Conference Theme
- c) Conference Save the Date
- d) Conference Budget
- e) Contract Exhibitor company
- f) Select social event location for Monday evening/Contract social event.
- g) Select entertainment for Sunday evening reception/Contract entertainment.
- h) Exhibitor solicitation
- i) Sponsor solicitation

- j) Open Registration
- k) Promotion of the Conference – attendance, exhibitors, and sponsors
- l) Work with CLAs for raffle items for the hospitality.
- m) Secure additional raffle items with local companies.
- n) In addition, refer to NYHIMA Annual Conference Responsibilities under the Central Office.

**4. Onsite Conference Logistics**

- a) Serve as Presiding Officers
- b) Take photos for conference promotion – photos to be shared with the Central Office at the conclusion of the conference for the NYHIMA website and Social Media.
- c) Serve as the liaison between attendees and Central Office.

**5. Post Conference Logistics**

- a) Central Office to send Speaker Thank You Cards.
- b) Central Office to send Post Conference Survey (to include CEU form).
- c) Hold a Post Conference Call to discuss all aspects of the conference, give suggestions for areas of improvement for the incoming planning committee.

**Monthly Calendar:**

*PC = Planning Committee; CO = Central Office; GD = Graphic Designer*

| August                     |  |    |    |       |
|----------------------------|--|----|----|-------|
| ACTIVITY                   | ACTION ITEMS:  | PC | CO | OTHER |
| Form Committee             | <ul style="list-style-type: none"> <li>• Invite NYHIMA Dues Paying members to participate on the committee</li> </ul>  | X  |    |       |
| Conference Theme           | <ul style="list-style-type: none"> <li>• Create Conference Theme</li> <li>• Submit to the Board for Approval</li> <li>• (CO) Submit to Graphic Designer to begin process of conference design</li> </ul> | X  | X  | GD    |
| September                  |  |    |    |       |
| ACTIVITY                   | ACTION ITEMS:  | PC | CO | OTHER |
| Program                    | <ul style="list-style-type: none"> <li>• Brainstorm Speakers</li> <li>• Outline Conference Program Tracks</li> </ul>   | X  | X  |       |
| Committee Responsibilities | <ul style="list-style-type: none"> <li>• Assign committee members specific tasks/focus areas</li> </ul>  | X  | X  |       |
| Face to Face Meeting       | <ul style="list-style-type: none"> <li>• Set up meeting with the Venue to walk assigned space and discuss potential on site events</li> </ul>  | X  | X  |       |
| October                    |  |    |    |       |

| ACTIVITY                                    | ACTION ITEMS:   | PC | CO | OTHER |
|---|---|----|----|-------|
| Program                                     | <ul style="list-style-type: none"> <li>Brainstorm Speakers</li> <li>Outline Conference Program Tracks and potential speakers</li> <li>AHIMA Representative ask</li> </ul>   | X  | X  |       |
| Report to Board – Board Conference Call     | <ul style="list-style-type: none"> <li>Prepare a formal board report with approval items</li> </ul>   | X  |    | Board |
| Conference Budget                           | <ul style="list-style-type: none"> <li>(CO) To prepare a working conference budget and submit to board &amp; planning committee</li> <li>Budget will include registration fees</li> </ul>   |    | X  | Board |
| Conference Design Theme                     | <ul style="list-style-type: none"> <li>Finalize conference design with Graphic Designer (this will include the conference logo)</li> </ul>  | X  | X  | GD    |
| Report to Board – Board Conference Call     | Prepare a formal board report with approval items   | X  |    | Board |
| November                                    |   |    |    |       |
| ACTIVITY                                    | ACTION ITEMS:   | PC | CO | OTHER |
| Speakers Bureau form completed by CSA       | <ul style="list-style-type: none"> <li>Submit to AHIMA</li> </ul>   |    | X  |       |
| Report to Board – Board Conference Call     | <ul style="list-style-type: none"> <li>Prepare a formal board report with approval items</li> </ul>   | X  |    | Board |
| December and January                        |   |    |    |       |
| ACTIVITY                                    | ACTION ITEMS:   | PC | CO | OTHER |
| Contract with Dryage Company for Exhibitors | <ul style="list-style-type: none"> <li>Total Events</li> <li>Review, and sign contract</li> </ul>   |    | X  | Board |
| Exhibitors and Sponsors                     | <ul style="list-style-type: none"> <li>Begin exhibitor solicitation</li> <li>Create an exhibitor/sponsor solicitation list</li> <li>(CO) Send exhibitor prospectus to potential exhibitors</li> <li>(CO) Send sponsor letter to potential sponsors Follow up calls made</li> <li>Committee Members and Central Office to make calls</li> <li>Register confirmed exhibitors</li> </ul> | X  | X  |       |
| Social Events                               | <ul style="list-style-type: none"> <li>Logistics for Sunday &amp; Tuesday Night</li> <li>Contracts for Monday off site event</li> </ul>   |    |    |       |
| Speaker Invite                              | <ul style="list-style-type: none"> <li>Call speakers to confirm</li> <li>(CO) Send out speaker contracts</li> </ul>   | X  | X  |       |

|   |   |    |    |       |
|---|---|----|----|-------|
| Save the Date                                 | <ul style="list-style-type: none"> <li>• Work with Graphic Designer to create save the date</li> <li>• Get approved by planning committee</li> <li>• Once approved, send out mailing</li> </ul> | X  | X  |       |
| Report to Board – Board Conference Call       | <ul style="list-style-type: none"> <li>• Prepare a formal board report with approval items</li> </ul>   | X  |    | Board |
| February                                      |   |    |    |       |
| ACTIVITY                                      | ACTION ITEMS:   | PC | CO | OTHER |
| Registration                                  | <ul style="list-style-type: none"> <li>• Open registration</li> </ul>   |    |    |       |
| Market Speakers                               | <ul style="list-style-type: none"> <li>• Work with Communications Director on which speakers to market</li> <li>• Market through membership communication and social media</li> </ul>           |    |    |       |
| Exhibitors and Sponsors                       | <ul style="list-style-type: none"> <li>• Follow up calls made</li> <li>• Register confirmed exhibitors</li> </ul>   | X  | X  |       |
| Promotion of the Conference                   | <ul style="list-style-type: none"> <li>• Social Media</li> <li>• eBlasts</li> </ul>   |    | X  |       |
| AHIMA to provide report title and description | <ul style="list-style-type: none"> <li>• Instructions from AHIMA</li> </ul>   |    |    |       |
| Report to Board – Board Conference Call       | <ul style="list-style-type: none"> <li>• Prepare a formal board report with approval items</li> </ul>   | X  |    | Board |
| March   |   |    |    |       |
| ACTIVITY                                      | ACTION ITEMS:   | PC | CO | OTHER |
| Exhibitors and Sponsors                       | <ul style="list-style-type: none"> <li>• Follow up calls made</li> <li>• Register confirmed exhibitors</li> </ul>   | X  | X  |       |
| Award Submissions                             | <ul style="list-style-type: none"> <li>• Committee to connect with local members and other local leaders to secure Award nominations for Annual Conference</li> </ul>                           | x  | x  |       |
| Speaker Needs                                 | <ul style="list-style-type: none"> <li>• Confirm all head shot, bios are received for program</li> <li>• Initial request for PowerPoint Presentations (need by beginning of May)</li> </ul>     |    | X  |       |
| Promotion of the Conference                   | <ul style="list-style-type: none"> <li>• Social Media</li> <li>• eBlasts</li> </ul>   |    | X  |       |
| Presiding Officers                            | <ul style="list-style-type: none"> <li>• Request Board Members and Planning Committee to serve as presiding officers at the conference</li> </ul>   | X  | X  | Board |

|   |   |    |    |       |
|---|---|----|----|-------|
| Hospitality                             | <ul style="list-style-type: none"> <li>Contract Local Associations to discuss donations of door prizes for hospitality area</li> <li>Send donation lists to Central Office with note of what the raffle item is and if it will be sent to the Central Office or brought directly to the conference</li> </ul> | X  |    |       |
| Report to Board – Board Conference Call | <ul style="list-style-type: none"> <li>Prepare a formal board report with approval items Call in on the 23<sup>rd</sup> to read the report and answer questions from the board</li> </ul>   | X  |    |       |
| April                                   |   |    |    |       |
| ACTIVITY                                | ACTION ITEMS:   | PC | CO | OTHER |
| Exhibitors and Sponsors                 | <ul style="list-style-type: none"> <li>Follow up calls made</li> <li>Register confirmed exhibitors</li> </ul>   | X  | X  |       |
| Finalize Conference Details             | <ul style="list-style-type: none"> <li>Finalize menus, a/v, exhibitor layout, conference details with respective hospitality partners</li> </ul>  |    | X  |       |
| Conference Program                      | <ul style="list-style-type: none"> <li>Create initial conference program, work with Graphic Designer to create</li> <li>Submit to program chair for approval</li> <li>Sent to the printer</li> </ul>  | X  | X  |       |
| Awards Submissions                      | <ul style="list-style-type: none"> <li>Order plaques</li> <li>Create/Print certificates</li> <li>Work with awards committee</li> </ul>  |    | X  |       |
| Promotion of the Conference             | <ul style="list-style-type: none"> <li>Social Media</li> <li>eBlasts</li> </ul>   |    | X  |       |
| Hospitality                             | <ul style="list-style-type: none"> <li>Contact Schools to secure volunteers to work hospitality area</li> <li>Create a hospitality schedule with the central office (needs: sell 50/50, work during breaks for raffle items)</li> </ul>   | X  | X  |       |
| Report to Board – Board Conference Call | <ul style="list-style-type: none"> <li>Prepare a formal board report with approval items</li> </ul>   | X  |    | Board |
| May                                     |   |    |    |       |
| ACTIVITY                                | ACTION ITEMS:   | PC | CO | OTHER |
| Know Before You Go                      | <ul style="list-style-type: none"> <li>Informational packet to exhibitors and speakers</li> </ul>   |    | X  |       |

|   |   |   |   |                  |
|---|---|---|---|------------------|
| Final to Do List                        | <ul style="list-style-type: none"> <li>(CO) will create at the start of May – execute throughout the month and let Planning Committee know if help is needed</li> </ul> | X | X |                  |
| Annual Meeting                          | <ul style="list-style-type: none"> <li>Request Annual Meeting reports</li> <li>Prepare PowerPoint &amp; Script for Annual Meeting</li> </ul>                            |   | X | Locals and Board |
| Promotion of the Conference             | <ul style="list-style-type: none"> <li>Social Media</li> <li>eBlasts</li> </ul>   |   | X |                  |
| Raffle Items                            | <ul style="list-style-type: none"> <li>(PC) Solicit Local Leaders for raffle baskets for hospitality</li> <li>(CO) Order books for hospitality</li> </ul>               | X | X |                  |
| Speaker Needs                           | <ul style="list-style-type: none"> <li>Final Follow up for PowerPoint Presentations</li> </ul>  |   |   |                  |
| Conference Signage                      | <ul style="list-style-type: none"> <li>Conference Posters Created with Graphic Designer</li> <li>Send to printer</li> </ul>   | X |   |                  |
| In Memoriam Request                     | <ul style="list-style-type: none"> <li>Send in memoriam requests to all locals with a deadline of 5/24</li> </ul>   | X |   | Locals           |
| Conference Schedule                     | <ul style="list-style-type: none"> <li>Create conference schedule/show flow</li> </ul>  |   | X |                  |
| Report to Board – Board Conference Call | <ul style="list-style-type: none"> <li>Prepare a formal board report with approval items</li> </ul>   | X |   | Board            |

**E. Awards Committee**

**CHAIRPERSON:** Appointed by the President

**MEMBERS:** Five (5) members elected by the Membership

EX-OFFICIO MEMBERS: N/A

**DUTIES AND RESPONSIBILITIES:**

**1. General**

a) **NYHIMA offers the following Recognition and Service Award categories:**

- a) Distinguished Member: honors an individual who has made significant contributions at the local, state, and national level in support of the HIM profession.
- b) Joel Schwartz Emerging Leader Award: one award of up to \$500 give to a HIM professional who has made great strides and contributions to the HIM field.



- c) Author's Award: honors an individual who has published an HIM article, within the past two calendar years, that instructs or guides members with new theoretical concepts or further develops concepts previously presented in another publication.
- d) Mentor Award: honors an individual with a record of fostering enthusiasm for the HIM profession, encouraging people to enter the field, and providing ongoing career guidance to new professionals.
- e) New Professional Award: honors an individual new to the HIM profession within the past 5 years who has already made a significant impact in various areas of the field.
- b) **NYHIMA offers the following Scholarships:**
  - a) The Mary M. Zannis Scholarship - one award of \$1,000 annually to a student enrolled part-time or full-time in a New York State CAHIIM Accredited Associate or Baccalaureate Program.
  - b) The NYHIMA Book Fund Scholarship - two awards of \$300 annually to part-time or full-time students enrolled in a New York State CAHIIM Accredited Associate or Baccalaureate Program.
  - c) The NYHIMA Returning Student Scholarship - one award of \$1,000 annually to a student returning to school to advance or transition their career to a new path within the Health Information Management field and enrolled part-time or full-time in a New York State CAHIIM Accredited Associate or Baccalaureate Program.

## 2. Call for Nominations

- a) Work with the Central Office on a Call for Nominations
- b) Receive nomination materials on each candidate for award prior to March 30.
- c) Arrange for Central Office to email sufficient copies of all nomination materials to each Awards Committee member by February 1.
- d) If one of the Awards Committee members is nominated, email the materials to the other members of the committee, but not to the member concerned.
- e) If two (2) or more members have nominated the same candidate, combine all the materials submitted in support of that candidate into a single packet. Read the material and cast your vote based upon the material presented without regard to other personal knowledge of the candidate.
- f) If materials are submitted nominating the Chair, they are to be held in file with a note attached indicating that they are to be automatically included for consideration by the Awards Committee the following year.
- g) Prepare the packets to include the following in addition to the nomination materials:
  - a) Prepare a ballot to be used for each Awards Committee member.
  - b) Instructions to read the material and to cast a vote based upon the material presented without regard to other personal knowledge of the candidate.
  - c) Ensure that the ballots be returned to the Chair by March 30. The candidate's information should be destroyed as soon as the member has voted and has the ballot ready to return to the chairperson.

**3. Nominations of Award Recipients**

- a) Any NYHIMA Dues Paying member may submit a nomination. If a member wishes to nominate more than one candidate, the nominator must submit each nomination as a separate document.
- b) The nominator may write a recommendation of support for the candidate. This recommendation would emphasize the contribution(s) the candidate has made to NYHIMA and/or the profession.
- c) While any member of the Awards Committee may submit a nomination if they wish to do so, members of the Awards Committee may not write recommendations of support for any nominee.
- d) The Awards Committee Chair is not eligible to be a nominee.

**4. Award and Scholarship Winners**

- a) The Central Office will contact all award and scholarship winners.
- b) The Central Office will coordinate all arrangements with recipients and confirm their attendance at the conference. Central Office will register all award winners and guests for the awards banquet.
- c) The Central Office will send awards and scholarships to recipients who are unable to attend the conference.

**5. Responsibilities of the Awards Committee Chair and Central Office:**

- a) **Chair:** Grant an award only upon majority vote of the Awards Committee. The Committee is limited to choosing one Distinguished Member, one New Professional, one Author's and one Joel Schwartz awards per year. A telephone conference shall be conducted, if necessary, to arrive at one award recipient. Notify Committee members of the number of votes received for each candidate.
- b) **Central Office:** Notify Board of Directors limiting the report to the following: "Award is to be presented to " or "No award is to be presented this year."
- c) **Central Office:** Contact the recipient of the Distinguished Member award upon selection and confirm through an email outlining the special honor.
- d) **Central Office:** Contact the recipient of the New Professional and Author's Award upon selection and confirm through an email outlining the recognition.
- e) **Central Office:** Contact the President who will acknowledge the selection of the recipient on behalf of the Board. The Central Office will also contact the recipient's Component Local Association, employer and others as may be deemed appropriate.
- f) **Central Office:** Ask all winners to provide a recent photograph.
- g) **Central Office:** Prepare information for each award winner to present in the newsletter and in the Annual program.
- h) **Central Office:** Arrange with the Arrangements or Hospitality Chair for an area to display the portrait, the resolution and the plaque for the Distinguished Member in the hospitality area at the Annual Conference.
- i) **Central Office:** Arrange for an article about the Distinguished Member and all other winners to be published in *Perspectives Online*.
- j) **Central Office:** In conjunction with the award recipient, draft a Resolution honoring the Distinguished Member. Submit draft as part of the Spring Report

to the Board of Directors. This will need to be done by the beginning of April in order to be reviewed at the Board meeting and also to be placed in the Annual Report.

- k) **Central Office:** Send a letter to all those who submitted a nomination (for Distinguished Member, New Professional, or Author's Award) to advise them that their candidate was unsuccessful, and they should try again.

**F. Member Engagement Committee**

**CHAIRPERSON:** Appointed by Incoming President for a one-year term

**MEMBERS:** Director of Communications, (1) representative member from each Component Local Association (CLA) (the CLA President will identify the member)

**EX-OFFICIO MEMBERS:** President

**DUTIES AND RESPONSIBILITIES:**

**1) General**

- a) Promote the benefits of NYHIMA Dues Paying Membership to AHIMA members and students.
- b) Work to maintain and engage NYHIMA Dues Paying Members.
- c) Create a Membership promotion calendar of events and provide that monthly to the Central Office to include in monthly Board of Directors meetings. (The Communications Director, as part of the Membership Awareness Committee, can report on it at each Board meeting).
- d) Work with the Central Office to:
  - a) Review the NYHIMA membership application and revise as necessary.
  - b) Review and update the NYHIMA Welcome Letter for AHIMA members and NYHIMA Dues Paying Members if necessary and forward to the President for final approval.
  - c) Welcome new AHIMA, NYHIMA Dues Paying and Student Members by publishing their names in *Perspectives Online*.

**2) New Membership Recruitment**

**a) AHIMA Members**

- a) Work with the Central Office to:
  - a) Create a yearly calendar for a monthly email campaign for new AHIMA members, to highlight NYHIMA activities and engage new AHIMA Members to become NYHIMA Dues Paying Members.
  - b) Create two e-mail campaigns (September and April) to promote the benefits of NYHIMA Dues Paying Membership.

**b) Students**

- a) Work with the Central Office to:
  - a) Create a yearly calendar for a monthly email campaign for new student members to highlight NYHIMA activities and engage new student Members to become NYHIMA Dues Paying Members.

- b) Create two e-mail campaigns (September and April) to promote the benefits of NYHIMA Dues Paying Membership.

### 3) Membership Retention

- a) NYHIMA Dues Paying Members
  - a) Work with the Central Office to:
    - a) Create a NYHIMA Dues Paying Membership survey to establish Membership satisfaction, opportunities for improvement, etc. This should be done in September to assist in developing a NYHIMA Dues Paying Membership engagement plan for the year. The questionnaire should be provided to the Board of Directors for review prior to being sent.
    - b) Coordinate and work with the Communications Director for a Member Showcase campaign for Health Information Professionals Week.
    - c) Promote NYHIMA Dues Paying Member opportunities such as networking, volunteering, running for office, voting, scholarships, awards, price discounts on educational events, etc.

### 4) NYHIMA Annual Conference

- a) Host the New Member / First Timers / Student event on Sunday.
- b) Assist the Communications Director in promoting the New Member First Timer / Student event at the annual conference.

## G. Delegates

**PURPOSE:** Each CSA delegate represents their members at the AHIMA House of Delegates (HOD) at the AHIMA national convention. This representation includes participation at issue forums and the business meeting. The delegates will remain informed on all issues that will be presented to the AHIMA House of Delegates through team talks, written and electronic communications, etc. Delegates, in coordination with the Board of Directors will seek out member opinions on all issues prior to attendance at the House of Delegates. Delegates will use their own good judgement in collaboration with other delegates when voting, keeping the wishes of their constituency and the best interests of the association in mind.

### **NYHIMA BYLAWS Per Section VIII National Representative at AHIMA House of Delegates.**

**7.1.1 Purpose.** The AHIMA House of Delegates exists to govern the profession of health information management by providing a forum for membership and professional issues and to establish and maintain professional standards of the membership. The House of Delegates

advises the AHIMA Board of Directors on matters of importance to the membership and to the health information management community at large.

**7.1.2 AHIMA House of Delegates.** This Association shall be represented in the House of Delegates of the American Health Information Management Association by the President/Chair, President/Chair-Elect, and Past President Director as automatic Delegates; and by two (2) Delegates elected by the NYHIMA Dues Paying Members of this Association.

**7.1.3 Qualifications.** Only NYHIMA Dues Paying Members in good standing at AHIMA and NYHIMA shall be eligible to serve as Delegates to the American Health Information Management Association.

**7.1.4 Nomination and Election of Delegates.** Nomination and election of Delegates, in addition to those provided for in Section 7.1.1 shall be conducted according to procedures set forth in the NYHIMA Policy and Procedure Manual. A plurality vote shall elect. In the event a Delegate finds it impossible to serve, the individual receiving the next highest number of votes in the same election as that of the aforementioned Delegate shall be called as alternate

**7.1.5 Term of Office.** The term of office of elected Delegates shall be two (2) years and elected Delegates may serve no more than two (2) consecutive terms. Terms of elected Delegates shall be staggered to maintain continuity in the American Health Information Management Association House of Delegates.

## **DUTIES AND RESPONSIBILITIES:**

### **1. General**

- a.** Familiarize self with all documents presented by AHIMA in the Delegate Handbook prior to attendance at the national convention.
- b.** Solicit input and feedback from the CSA membership via coordination with the Board of Directors on issues impacting Health Information Management and the American Health Information Management Association.
- c.** Represent and vote on behalf of the CSA membership at the AHIMA House of Delegates meeting.
- d.** Follow the basic principles of parliamentary procedures as set forth in Robert's Rules of Order and Modern Parliamentary Procedure.

- e. Prepare a report of the AHIMA House of Delegates for the CSA membership and/or CSA Board of Directors as requested.
- f. Communicate provisions made mandatory by the House of Delegates of AHIMA to the NYHIMA Board of Directors and the Central Office so that NYHIMA can notify the Component Local Associations (CLA's) if applicable and file a revised and approved copy of Bylaws with the AHIMA Executive Office by June 30 of the second year following adoption.
- g. Transition with incoming delegates and transfer necessary information for continuity of upcoming issues facing the House of Delegates.

**2. Meetings and Required Attendance:**

- a. Attend special meeting/or participate in telephone conference calls with NYHIMA Board of Directors and other elected AHIMA Delegates. This will be held prior to the AHIMA National Conference for discussion of AHIMA House of Delegate materials, at a time and place to be determined by the President.

**3. Expenses:**

- a. Delegates to the AHIMA National Convention are reimbursed for associated travel expenses, refer to NYHIMA's Travel Expense Policy for details.
- b. Blanket or daily registration fees and other expenses are the responsibility of the delegate.

**H. Component Local Associations**

**NYHIMA BYLAWS, Per Article IX Affiliates, Sections, and Component Local Associations Section 9.3 Component Local Associations.**

**9.3 Component Local Associations.** Seven (7) or more NYHIMA Dues Paying Members may form a Component Local Association (CLA). The boundaries of each Component Local Association shall be approved by the Board of Directors and shall be set down in the Bylaws of the Component Local Association. NYHIMA Dues Paying Members may belong concurrently to more than one Component Local Association but may only vote once on NYHIMA ballots.

**9.3.1 Membership.** (a) The membership of a Component Local Association shall be composed of NYHIMA Dues Paying Members who have submitted written notification to the Central Office of NYHIMA

identifying the Component Local Association with which they wish to become affiliated. Any Component Local Association may have supporting members and may confer honorary membership in the Component Local Association provided the same qualifications and limitations in the Component State Association (CSA) shall apply.

(b) A supporting member is any person who does not meet the qualifications for active or student membership in NYHIMA and who is interested in promoting the purposes of the Component Local Association.

**9.3.2 Officers and Committee Members.** The Officers of the component local association shall be a President, and such others as are necessary to conduct the business of the association. Officers shall assume their offices on July 1 following their election. The Officers shall be NYHIMA Dues Paying Member in good standing of AHIMA and NYHIMA. NYHIMA dues of members serving in leadership positions at the component local association level shall be paid by August 31 of each year.

**9.3.3 Voting Body.** The voting body of a component local association shall be limited to NYHIMA Dues Paying Members in good standing.

**9.3.4 Bylaws.** The Bylaws of each component local association and all amendments thereto shall be submitted for review and clearance to the Past President of NYHIMA before being submitted to the membership for adoption. They shall incorporate the provisions governing component local associations as provided in these Bylaws and shall not be in conflict with any provisions thereof. After adoption by the membership, they shall be submitted to the Past President of this Association for final signature of approval.

#### **DUTIES AND RESPONSIBILITIES:**

##### **1. General:**

- a) **Local Leader Retreats** – CLA President and President-elect attends two Local Leader Retreats throughout the year (usually September and April), if unable to attend send someone else from the CLA Board, a member can also represent the CLA. If the topic allows, an invitation will be sent to an additional member of the CLA Executive Committee (i.e. the Finance Director).
- b) **NYHIMA Strategic Planning** – at the Fall Local Leaders Retreat, work with Capitol Hill Management Services and NYHIMA Board Members to establish (review) a strategic plan to incorporate into their CLA.

- c) **NYHIMA Annual Report** – each CLA to prepare their CLA section report to include in the NYHIMA Annual Report by April 30<sup>th</sup> of each year.
  - d) **NYHIMA Annual Conference** – CLA sponsorship opportunities, raffle item donations, promoting the conference within their CLA to boost attendance. Host CLA assigns Arrangement Chairperson and Programming Chairperson as well as other Annual Conference Committee members. Committee will work alongside the Central Office from an Annual Conference Planning Calendar (created by the Central Office).
  - e) **NYHIMA Committees** –
    - a. **Membership Committee** – each CLA to assign one designated Membership contact to work with the NYHIMA Membership Chairperson to promote the HIM profession, NYHIMA and the CLA's.
    - b. **Nominating Committee** – each CLA President to serve on the Nominating Committee.
    - c. **Education Committee** – provide NYHIMA Education Director and Central Office their CLA educational and meeting calendar to assist in establishing a master New York education calendar.
    - d. **Advocacy Committee** – each CLA to assign one designated Advocacy contact to work with NYHIMA Advocacy Director and Central Office on pending legislation for distribution to local legislative representatives and NYHIMA members.
    - e. **Awards Committee** – promote NYHIMA awards to CLA members.
2. **CLA Bylaws:**

**CHAIRPERSON:** NYHIMA Past President

**MEMBERS:** CLA Presidents and/or designated CLA bylaw representative

**EX-OFFICIO MEMBERS:** N/A

**Monthly Calendar:** Refer to **Bylaws Committee** for calendar and responsibilities.