



## **Handbook on AHIMA Elected Positions**

For members interested in the AHIMA Board of Directors (the “Board”), the Commission on Certification for Health Informatics and Information Management (CCHIIM), Council for Excellence in Education™ (CEE), and House of Delegates (the “House”).

January 2026

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## **Introduction**

Each year, the AHIMA Nominating Committee seeks members interested in service in an elected position for AHIMA and its entities CCHIIM, CEE, and House of Delegates. Some of these positions are defined in the [AHIMA Bylaws](#).

Specific language from the AHIMA Bylaws is *italicized* throughout the document.

### **Bylaw References**

- AHIMA Board of Directors, President/Chair-elect: Article V. Board of Directors and Article VI. Officers, 6.4 Duties of President/Chair
- AHIMA Board of Directors, Director: Article V. Board of Directors
- Commissioner, CCHIIM: Article XI. The Commission on Certification for Health Informatics and Information Management.
- Speaker-elect, House of Delegates: Article VII and 7.6 Speaker-elect of the House of Delegates

Elected leaders must complete the relevant AHIMA application by the established deadline in order to be considered for the position.

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## President/Chair-elect Board of Directors Position Description

### **Summary**

The President/Chair is the chief elected officer of AHIMA and presides at all meetings of members, the Board of Directors, and the Executive Committee. The role is a three-year position serving as President/Chair-elect in year one, President/Chair in year two, and Past President/Chair in year three.

Members may serve only one term as the President/Chair-elect on the Board of Directors.

### **Qualifications**

*The President/Chair-elect must be a Professional Member of AHIMA as well as an AHIMA-approved certificant. Also see the qualifications under Director.*

Candidates must demonstrate leadership skills and possess governance and fiduciary experience. The Nominating Committee might seek candidates with certain types of skills or experience to complement those of continuing Directors, thereby strengthening the Board's overall ability to govern and represent the interests of AHIMA's diverse membership. Candidates for President/Chair-elect must demonstrate the ability to effectively chair a Board of Directors and be an accomplished communicator.

### **Role and Responsibilities**

#### **President/Chair**

1. The role of the President/Chair is to ensure the integrity of the Board's process and to represent the Board to outside parties.
2. The President/Chair strives to ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
3. The authority of the President/Chair consists of making decisions on behalf of the Board. This authority extends to all decisions which fall within and are consistent with any reasonable interpretation of Board policies, except where the Board specifically delegates portions of this authority to others.
4. The President/Chair is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
5. The President/Chair will represent the Board to outside parties in announcing Board-stated positions and in stating presidential decisions and interpretations within the area delegated to him or her.
6. In accordance with the AHIMA Foundation Bylaws, the President/Chair of the AHIMA Board of Directors shall serve as ex-officio (voting) member of the AHIMA Foundation Board.
7. The President/Chair works closely with the President/Chair-elect to ensure continuity of AHIMA's strategic planning process.
8. The President/Chair shall serve as an ex-officio (non-voting) member of the CEE.

## **President/Chair-elect**

1. Acts in place of the President/Chair in the event of his/her absence.
2. Works closely with the President/Chair to ensure continuity of AHIMA's strategic planning process.
3. In consultation with the President/Chair and other Board members and staff, appoints chairs and any members of committees that are outlined in AHIMA Bylaws; Article VIII, Sections 8.2-8.6. (Bylaws; Article XI, Section 11.1)
4. Oversees the appointment process for the year as President/Chair.
5. May serve as a speaker or representative at other association meetings as requested by President/Chair.
6. Attends and assists in planning joint Board and council planning meetings.

Additionally, the President/Chair-elect serves as a member of the Board of Directors. See below for information about the Board of Directors.

## **Past President/Chair**

1. Continues as a member of the Board.
2. Mentors future leaders of the Association.
3. Serves in leadership positions and undertakes special assignments.
4. Represents the Association when called upon by the President/Chair.
5. In accordance with CCHIIM Operational Code, the Past President/Chair of the AHIMA Board of Directors shall serve as ex-officio (non-voting) member of the CCHIIM Board along with the CEO and VP of Certification.
6. Once off the Board, the **previous Past President/Chair** of the AHIMA Board of Directors (the individual that most recently completed the role as Past President/Chair) shall serve as the one Board appointee per year to the AHIMA Nominating Committee for a two-year term, beginning the year that they exit the AHIMA Board.

## **General Expectations**

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Performs duties of Board membership responsibly and upholds the values of the Association.
- Suggests possible nominees for the Board, councils, committees, and task forces and submits names of individuals who should be recognized through awards and other forms of recognition.
- Supports an atmosphere in which every member of the Board can actively and fully participate.
- Mentors future leaders of the Association.
- Serves in leadership positions and undertakes special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follows relevant trends in healthcare and health information.
- Refers matters of potential significance to the President and the Chief Executive Officer.
- Brings goodwill and a sense of humor to the Board's deliberations.

- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Communicates between regularly scheduled meetings.
- Prepares for, attends, and actively participate in meetings.
- Avoids and discloses conflicts of interest
- Fulfills fiduciary responsibilities.

### **Time & Travel Commitment**

- Approximately 15 in-person meeting days per year for Board meetings. Board meetings are held in conjunction with the Advocacy Summit (generally in the spring); the CA Leadership Symposium (generally in the summer) and the AHIMA Annual Conference in the fall; a Board Retreat is typically also held in January.
- The Board also meets at least once via videoconference; the Executive Committee also meets periodically via videoconference, as needed. The Governance Committee meets at least 4 times per year via videoconference. CEE meets quarterly.
- Periodic calls with the CEO and bi-monthly calls with the Board members.
- In addition to meetings, 8-10 hours per month individual time for researching information and talking/responding with other Board members.

### **Powers and Duties**

***Duties of President/Chair.*** *The President/Chair shall be the chief elected officer of AHIMA. 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 Chief Executive Officer, 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, 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 must be a Professional Member of AHIMA as well as an AHIMA-approved certificant.*

***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 of Directors. The President/Chair-elect must be a Professional Member of AHIMA as well as an AHIMA-approved certificant.*

# Board of Directors Position Description

## **Summary**

The primary responsibilities of the American Health Information Management Association (AHIMA) Board of Directors are to set the vision, mission, and strategic direction of AHIMA, make sure adequate resources (financial, personnel, etc.) are available to lead the association toward the desired performance and ensure the desired performance occurs, and provide oversight and accountability. The Board's specific contributions are unique to its role as director and necessary for proper governance and management.

Members may serve two, two-year terms (if elected to a second term) as a Director on the Board of Directors.

## **Qualifications**

*Directors shall be committed to supporting and advancing the mission and purposes of AHIMA. Directors must be Professional Members in good standing of AHIMA and a majority of Members of the Board of Directors must be AHIMA-approved certificants.*

Board members should have:

- Commitment to AHIMA, its mission and the diversity and inclusion statement.
- Knowledge about the programs and goals of the association.
- Capacity to focus that knowledge on decision making that benefits the organization.
- Ability and eagerness to deal with values, vision, and the long-term future of the organization.
- Ability to participate assertively in deliberation.

## **Roles and Responsibilities**

1. Governing is the primary work of the AHIMA Board of Directors, which essentially means assuming the leading role, in partnership with the CEO and executive staff, in continuously answering three preeminent questions:
  - a. Where should AHIMA be headed in the future and what should it become over the long run to best serve its members and the healthcare industry?
  - b. What should AHIMA be doing now and in the near term to reach goals and maximize its impact?
  - c. How is AHIMA performing in terms of realizing its vision and mission and carrying out its strategic and operational plans?
2. The "products" or job contributions of the Board shall be:
  - a. To act as the link between the organization and its "ownership" as trustees to the membership.
  - b. To guard the vision and values of the organization, both currently and in the future.
  - c. To serve as liaisons to the Component Associations (CA) to exchange AHIMA strategic information and provide updates on AHIMA Enterprise initiatives and Board highlights.
    - i. Assignment of four to five CAs and responsible for attending CA annual meetings and presenting under the Forward Funding Program.

- ii. Connect with the CA President, President-elect and/or CA central office staff at least quarterly, unless a strategic AHIMA initiative demands more communication.
- d. To oversee governing policies and procedures which, at the broadest levels, address: strategic outcomes, governance process, the Board-CEO relationship, executive limitations, board policy statements, financial oversight, and investment of assets.

### **General Expectations**

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Performs duties of Board membership responsibly and upholds the values of the Association.
- Suggests possible nominees for the Board, councils, committees, and task forces and submits names of individuals who should be recognized through awards and other forms of recognition.
- Supports an atmosphere in which every member of the Board can actively and fully participate.
- Mentors future leaders of the Association.
- Serves in leadership positions and undertakes special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follows relevant trends in healthcare and health information.
- Refers matters of potential significance to the President and the Chief Executive Officer.
- Brings goodwill and a sense of humor to the Board's deliberations.
- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Communicates between regularly scheduled meetings.
- Prepares for, attends, and actively participate in meetings.
- Avoids and discloses conflicts of interest
- Fulfills fiduciary responsibilities.

### **Time & Travel Commitment**

- Approximately 15 in-person meeting days per year for Board meetings. Board meetings are held in conjunction with the Advocacy Summit (generally in the spring); the CA Leadership Symposium (generally in the summer) and the AHIMA Annual Conference in the fall; a Board Retreat is typically also held in January.
- The Board also meets at least once via videoconference; the Executive Committee also meets periodically via videoconference, as needed. The Governance Committee meets at least 4 times per year via videoconference. CEE meets quarterly.
- Periodic calls with the CEO and bi-monthly calls with the Board members.
- In addition to meetings, 8-10 hours per month individual time for researching information and talking/responding with other Board members.

## **Powers and Duties**

*The business and affairs of AHIMA shall be managed by or under the direction of the Board of Directors. The Board of Directors shall hold and exercise all corporate authority and fiduciary duties of AHIMA except as otherwise provided by law, AHIMA's Articles of Incorporation, or these Bylaws. The duties of the Board of Directors in managing AHIMA shall include, but not be limited to, the following:*

- *To establish the mission, purposes, goals, and program priorities to be implemented by AHIMA's Chief Executive Officer and staff, through a strategic planning process;*
- *To ensure that appropriate governance and operational policies have been developed, adopted, and implemented by AHIMA to carry out its mission;*
- *To determine and set overall policy;*
- *To advocate the mission, values, accomplishments, and goals of AHIMA to the members and to the public at large;*
- *To determine, monitor, and strengthen programs that are responsive to the needs of the members and are central to AHIMA's mission;*
- *To establish fiscal policy, including budget authorization and oversight;*
- *To develop adequate resources to ensure financial stability for AHIMA's activities;*
- *To establish, develop, and maintain an effective and responsive corporate structure for AHIMA and its related entities, including but not limited to the creation of new affiliates and integrated commissions;*
- *To select, retain, support, evaluate the performance of, and discharge the Chief Executive Officer of AHIMA;*
- *To orient and evaluate the Directors and Officers of the Board of Directors; and*
- *To render a year-to-date report on the financial status and activities of AHIMA to the House of Delegates at the national conference of AHIMA and a full report to the members.*



## CCHIIM Commissioner Position Description

### **Summary\***

*The Commission on Certification for Health Informatics and Information Management (CCHIIM, or the “Commission”) shall exist to serve the public by establishing, implementing, and enforcing standards and procedures for certification and recertification of health informatics and information management professionals. CCHIIM provides strategic oversight of AHIMA certification programs and is empowered with the sole and independent authority in all matters pertaining to both the initial certification and certification maintenance of HIIM professionals.*

### **Powers and Duties\***

*The Commission shall exist as an independent body within AHIMA; however, for tax, fiscal, and other administrative purposes, the Commission shall be considered an AHIMA function. The Commission has sole and independent authority in all matters pertaining to the certification and recertification activities of health informatics and health information professionals. In sponsoring the Commission, AHIMA shall act consistently with the accreditation standards and related requirements of any and all relevant third-party accreditation systems. The policies and procedures for the operation of the Commission shall be set forth in the AHIMA CCHIIM Operating Code and in such other ancillary documents as the AHIMA Board of Directors and the Commission shall deem appropriate.*

\* Italicized language is taken directly from the [AHIMA Bylaws](#) on the position of Commissioner on The Commission of Certification for Health Informatics and Information Management.

Italicized information below in Qualifications, Roles, Responsibilities, and Restrictions, and General Expectations is taken directly from the [Commission on Certification for Health Informatics and Information Management \(CCHIIM\) Operating Code](#).

### **Qualifications**

Any AHIMA Certified Professional who meets all the following shall be eligible for nomination as a Representative Commissioner:

1. Understandings for Nomination and Service
  - a. Participation: Potential nominees understand and agree to abide by CCHIIM prescribed standards for participation and conduct as documented in the AHIMA Volunteer Position Summary for Members with respect to all CCHIIM activities.
  - b. Ethics and Conduct: Potential nominees are made aware that if appointed or elected must adhere to all CCHIIM governance policies and procedures. This

includes, but is not limited to, reviewing, attesting, and signing all CCHIIM documentation with respect to confidentiality, declarations of conflict(s) of interest and dualities, all state and federal laws, and intellectual property rights, as applicable, and as set forth in the CCHIIM Policy & Procedure Manual.

2. Requirements for Nomination and Service of Representative and At-large Commissioners (nominees must meet all criteria as defined below):
  - a. Health Informatics and Information Management (HIIM) Competence: Currently AHIMA-credentialed in good standing and has been AHIMA certified for a minimum of five years.
  - b. Representative Commissioners must be current members of AHIMA and maintain membership throughout their service. At-large Commissioners are not required to be members of AHIMA.
  - c. HIIM-relevant work: Currently performs HIIM-relevant work and has a minimum of five years or more performing HIIM-relevant work.
  - d. Leadership Experience: Has documented successful volunteer leadership experience which can be demonstrated through participation in HIIM and other, non-HIIM organizations or associations.
3. Designations: The specific designation of Representative Commissioners by role, setting, representation, or other classification, if applicable, shall be determined by the AHIMA Board of Directors, and shall be provided to the AHIMA Nominating Committee in advance of their work.

**Composition and Election.** *The Commission shall consist of no fewer than fifteen (15) voting members. AHIMA shall be represented on the Commission by Professional Members of AHIMA, that are AHIMA-approved certificants, who shall be elected to the Commission by the membership of AHIMA. Elected AHIMA Professional Members shall, as closely as possible, constitute forty percent (40%) of the Commission members. At least one (1) voting member of the Commission shall be a consumer or member of the public. The policy and procedures for composition and election of the Commission shall be set forth in the CCHIIM Operating Code.*

#### **Candidates Ineligible for Nomination to CCHIIM**

Any AHIMA Certified Professional who currently performs or represents any of the following exclusions, even though they may meet all the aforementioned requirements, will be deemed temporarily ineligible for nomination to CCHIIM, until such time that the exclusion can be deemed no longer active. Such exclusions must be maintained during the time of service on the CCHIIM.

- Currently serves on the AHIMA Board of Directors.
- Currently serves on the Commission on Accreditation for Health Information and Informatics Management Education (CAHIIM) Board of Directors, the Council for Excellence in Education (CEE), or is a paid AHIMA staff member.
- Has previously served on the CCHIIM

**Note:** Individuals currently serving their Component Association as an officer or in the House of Delegates or serving on a National AHIMA or affiliate volunteer group are eligible for nomination to CCHIIM but must complete their term or put in writing that they will resign from their current position prior to the start of the CCHIIM term. Individuals may not participate in such capacities during their time of service on the CCHIIM.

## **Roles, Responsibilities, and Restrictions**

1. Abide by all CCHIIM Understandings for Nomination and Service as referenced in the CCHIIM Operating Code, and further defined in the policies and procedures, always while participating in CCHIIM meetings, when performing CCHIIM work, or when representing CCHIIM publicly.
2. Attend and participate in all CCHIIM meetings or provide notice when unavailable to attend a meeting.
3. Fulfill responsibilities assigned by CCHIIM, including responsibilities related to a committee or workgroup appointment.
4. Disclose fully any perceived conflicts of interest or dualities.

## **General Expectations**

Tenure – all Commissioners shall serve a three (3) year term. Terms commence on January 1st and conclude on December 31st at the end of each Commissioner's respective term. Terms shall be staggered to maintain continuity. Any Commissioner may request to have their term extended. This request shall be submitted to the CCHIIM Nominating Committee. The CCHIIM Nominating Committee will only consider such requests after the AHIMA membership election for representative Commissioners has concluded and all At-large candidate applications have been processed. By recommendation of the Chair and receiving a majority vote of all Commissioners, the extended Commissioners shall be re-appointed for additional one (1) year terms, which must be: A) Consecutive to the original term, and B) Cannot exceed a maximum of two additional one (1) year terms. The total duration of consecutive service to the Commission by any Commissioner cannot exceed five (5) years in total.

Term Limit – Commissioners may not serve more than one (1) term on the CCHIIM.

## **Time & Travel Commitment**

- Potential Commissioners must be available to commit to:
  - Three (3) 1.5-hour scheduled meetings and occasional ad hoc meetings
  - 2-day meeting (Two (2) annually, held virtually or in person)
  - One (1) 1.5-hour virtual new member orientation
  - Take part in committee or workgroup virtual meetings. Commissioners typically serve on at least 3 committees or workgroups that meet monthly
  - If elected to an executive level position, attend conferences as assigned (e.g., AHIMA Annual Conference, Institute for Credentialing Excellence Conference), and participate in monthly 1-hour CCHIIM Executive Committee virtual meeting

## **Attributes**

Individuals who are interested in applying for a position on the CCHIIM must possess the following attributes:

- HI Industry knowledge / experience
  - Understanding of the healthcare ecosystem and the impact on AHIMA and the HIIM profession (including policy and legislation)
  - Experienced in a field or endeavor that contributes to the disciplines that affect AHIMA and the HIIM profession (i.e., advocacy, certification, CDI, coding, compliance, corporate management, information technology, privacy and security, public policy, and revenue cycle)
  - Understanding of members' demographics and needs

- Innovator; change transformation leader
- Strategic thinker; adept at strategic planning
- Knows the difference between policy decisions and operations, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff
- Knows how to be a team player; when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills
- Ability to work with diverse groups and ideas in a constructive way, respects diversity and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Values personal growth and learning, particularly covering matters confronting CCHIIM and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that CCHIIM exists to serve the public (not limited to the AHIMA membership), understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions, as well as adapt
- Future thinking (awareness of emerging roles and functions)
- Healthcare industry knowledge (not just HIIM)
- Understanding of the role of lifelong learning, continuing education, and workforce/professional development
- Global market perspective in HIIM is a plus

More information about [CCHIIM](#).



Council for Excellence in Education

## CEE Council Member Position Description

### **Summary**

The AHIMA Council for Excellence in Education™ (CEE) was created to enhance the health information profession, plan for its future through education, and provide HI professionals with a way to get involved in the process.

The CEE council member is a health information professional currently practicing in industry and/or academia. The CEE council member is an active AHIMA member who abides by the AHIMA Code of Ethics and performs in a non-biased advisory capacity to ensure academic and workforce alignment in support of the AHIMA strategy.

### **Powers and Duties**

The CEE advises AHIMA on education and workforce. The collective expertise of the CEE is used to support the vision, mission and strategies set by the AHIMA Board of Directors in relationship to the alignment of educational and workforce driven skills and competencies. The CEE is responsible for the direction of initiatives and deliverables of the workgroups as determined by the AHIMA strategy and support to the Professional Certificate Approval Program.

### **Qualifications**

- To qualify for placement on the ballot, the individual must be a Professional or Professional Premiere member and AHIMA credentialed.
- All applicants should be able to demonstrate prior leadership skills and experience that reflect the CEE attributes.
- The Nominating Committee may seek candidates with certain types of skills or experience to complement those of continuing CEE members, thereby strengthening the CEE's overall ability to represent the interests of academic and workforce stakeholders.

Italicized information below in Candidates Ineligible for Nomination to CEE, Roles, Responsibilities, and Restrictions, and General Expectations is taken directly from the CEE Policies and Procedures.

### **Candidates Ineligible for Nomination to CEE**

- *Council members may not serve in a position for their Component Association as an officer or in the House of Delegates while serving their term on the CEE.*
- *Council members may not serve in a position on a National AHIMA or affiliate volunteer group while serving their term on the CEE.*
- Council members may not serve in a position for CCHIIM, CAHIIM, or any related commissioned or council activities.
- Council members may not serve in any capacity that might give the appearance of conflict of interest.

- Council members may not serve on the AHIMA Board of Directors.
- Former Council for Excellence in Education members are not eligible to serve again on the council. They may only serve one term.

### **Roles and Responsibilities**

- *Understand and articulate the AHIMA Mission and Vision to ensure the CEE sets initiatives and deliverables aligned to AHIMA strategic objectives.*
- Potential nominees are made aware that if appointed or elected, they must adhere to all Council for Excellence in Education (CEE) governance policies and procedures. This includes, but is not limited to, reviewing, attestng, and signing all AHIMA documentation with respect to confidentiality, declarations of conflict(s) of interest and dualities, all state and federal laws, and intellectual property rights, as applicable, and as set forth in the Council for Excellence in Education Policy and Procedures Manual.
- *Discuss and deliberate any recommendations that come to the council and support the final decisions of the Council.*
- *Maintain the confidentiality of discussions in meetings and only communicate and disseminate information approved by the Council.*
  - *Maintain confidentiality of the CEE deliberations as indicated and speak for the CEE only when authorized to do so.*
- *Perform duties of the CEE responsibly and uphold the values of AHIMA and the CEE.*
- *Support an atmosphere in which every member of the CEE can actively and fully participate.*
- *Mentor future academic stakeholder leaders.*
- *Serve in leadership positions and undertake special assignments willingly and enthusiastically.*
- *Represent the CEE when called upon to do so.*
- *Refer matters of potential significance to the Chair of the CEE, or designated staff liaison.*
- *Bring goodwill and assume positive intent during deliberations.*
- *Express opinions for the good of the CEE, rather than to advance one's personal agenda.*
- *Communicate between regularly scheduled meetings, by participating in conference calls, correspondence, or via technology tools that enhance collaborative contributions.*
  - *Prepare for and participate in CEE and other meetings by previewing the agenda and meeting materials.*
  - *Ask timely and substantive questions at the CEE, workgroup, and other meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the CEE.*
- *Reply to correspondence promptly.*
- *Utilize BoardEffect for Council business and SharePoint for workgroup efforts.*
- *Suggest possible nominees for the councils, workgroups, and task forces.*
- *Adhere to travel and expense guidelines and procedures if applicable.*
- *Avoiding Conflicts:*

- *Serve AHIMA and the CEE rather than any special interest group or constituency*
- *Avoid even the appearance of a conflict of interest that might impact the CEE and disclose any possible conflicts to the CEE in a timely fashion*
- *Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate*
- *Understand fully, comply with, and adhere to the terms and spirit of the AHIMA's Participation Agreement for Volunteers*

### **General Expectations**

*Council members are expected to participate in:*

- *One (1) 1-hour new member orientation*
- *One (1) 1-hour quarterly virtual meeting*
- *Serve as a chairperson for a CEE workgroup which requires participation in a monthly 1-hour virtual workgroup meeting, as applicable.*
- *Ad-hoc workgroup and/or task force meetings.*

### **Time & Travel Commitment and Term of Office**

- Council members are elected or appointed to serve a 3-year term.
- Council members must participate in scheduled virtual meetings as indicated above.
- Council members may also serve as a liaison or chairperson for CEE workgroups and/or may be required to participate in workgroup virtual meetings.
- Council members may represent the CEE on AHIMA workgroups and/or on special taskforces as assigned.
- A council member's time commitment varies depending on the needs of the Council and workgroups but is estimated to be 2-4 hours per month.

### **Attributes**

- HI Industry knowledge / experience
- Maintains knowledge and understanding of emerging trends in education, workforce, and healthcare (future thinking)
- Understands the role of lifelong learning
- Recognizes that organizational and system changes are inevitable
- Solutions-oriented
- Innovator; change transformation leader
- Strategic thinker; adept at strategic planning
- Knows the difference between governance and management, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams; ability to work with and be supportive of staff
- Knows how to be a team player; when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills
- Ability to work with diverse groups and ideas in a constructive way; respects diversity and fosters inclusion

- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Values personal growth and learning, particularly covering matters confronting the Board and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that the Board has the authority and that the individual Board members have none, understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions as well as adapt

## House of Delegates Speaker-Elect Position Description

### **Summary**

*The House of Delegates shall have a Speaker, whose function shall be to preside at any meeting of the House of Delegates and to serve as the primary liaison between the House of Delegates and the Board of Directors. The Speaker must be a Professional Member of AHIMA, an AHIMA-approved certificant, and a current or previous member of the House of Delegates. The Speaker shall serve, ex officio with vote, as a member of the Board of Directors. The Speaker shall not be eligible for election as an Officer of the Board of Directors while serving as Speaker.*

*The House of Delegates shall elect annually a Speaker-elect. The Speaker-elect must be a Professional Member of AHIMA, an AHIMA-approved certificant, and a current or previous member of the House of Delegates. The Speaker-elect shall act in place of the Speaker in the event of the absence of the Speaker and shall exercise such other duties as may be delegated to the office by the House of Delegates. The Speaker-elect shall assume the office of the Speaker upon the expiration of the Speaker's term of office or in the event of a vacancy in the office.*

### **Powers and Duties**

*The House of Delegates shall have primary responsibility and authority for establishing the position of AHIMA and taking action on the following matters:*

- a. *The standards governing the health information profession, including:*
  - *the AHIMA Code of Ethics*
  - *Standing rules of the House of Delegates*
  - *Development of positions and best practices in health information*
- b. *Election of six (6) members of the AHIMA Nominating Committee in accordance with the process set forth in the AHIMA Policy and Procedure Manual.*
- c. *Any other matters put before the House of Delegates by the AHIMA Board of Directors for final consideration and action.*

### **Qualifications**

- Professional member
- AHIMA-approved certificant
- Current or previous member of the House
- Demonstrate leadership skills and experience commensurate with leading the House, the body that governs the profession.
- Members may serve only one term as Speaker-elect of the House of Delegates.
- If elected, the person must resign as a member of the House and/or CA officer.
- The Speaker-elect is unable to hold a position on the CA Board or delegate during term of office as Speaker-elect and Speaker of the House.

## **Roles and Responsibilities**

- Participates as a member of the House in all meetings and electronic dialogues.
- Prepares for office by being familiar with House materials and participates in House of Delegates activities.
- Develops the work plan and agendas for meetings and webinars as designated in conjunction with the Speaker.
- Presides over the House Leadership Team developing agenda content and program of work in conjunction with the House Leadership co-chair. The team:
  - Serves as a steering committee consisting of one (1) delegate from each CA.
  - Ensures effective House operations through alignment with strategy.
- Fosters the overall delegate experience and provides oversight of task force progression.
- The Envisioning Collaborative team:
  - Serves as a “think tank” composed of delegates, subject matter experts, and industry leaders bringing forward a robust exchange of perspectives, innovation, and ideas that inform strategy and enable solutions and sound decisions advancing the profession.
- Ensures democratic process at House meetings by following AHIMA Bylaws and parliamentary procedures.
- Refers all motions from House meetings to the appropriate organizational units.
- Contributes in electronic dialogues on the House communication platform (that is, House of Delegates Access Community), in collaboration with the Speaker of the House.
- Provides support and closely works with the Speaker in order to ensure continuity from one year to the next by maintaining routine communication.
- Delivers incoming Speaker address at the annual House meeting.
- Ensures orientation of incoming delegates and oversees development of orientation materials.
- Participates in AHIMA Board of Directors meetings and conference calls as a non-voting guest.
- Performs additional functions, as needed, to assist in facilitating work of the House of Delegates.

## **General Expectations**

- Understands and articulates AHIMA’s mission, vision, values, strategies, policies, programs, services, and strengths.
- Mentors future Association leaders.
- Serves in a leadership position and undertakes special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follows relevant trends in healthcare and HI.
- Refers matters of potential significance to the AHIMA President/Chair and the Chief Executive Officer.
- Expresses opinions for the good of the Association, rather than to advance one’s personal agenda.

- Suggest possible nominees for the Board, councils, committees, and task forces and submit names of individuals who should be recognized through awards and other forms of recognition.
- Communicates between regularly scheduled meetings, by
  - Participating in conference calls collectively or as part of a team
  - Answering correspondence promptly

### **Time & Travel Commitment**

Guest on the Board of Directors:

- Approximately 15 in-person/virtual meeting days per year, including 5 Board meetings. Board meetings are held in conjunction with the Advocacy Summit (generally in the spring); the CA Leadership Symposium (generally in the summer) and the AHIMA Annual Conference in the fall; a Board Retreat is also typically held in January.

Serving as Speaker-elect:

- All scheduled calls for the House of Delegates and planning calls.
- Monthly Speaker/Speaker-elect calls.
- In addition to meetings, 2-4 hours per month individual time for researching information, talking/responding with delegates and House co-chairs.
- Participates in House Leadership and Envisioning Collaborative calls.

The Speaker-elect may be called on to attend Board meetings, related House meetings, and other meetings in preparation for the role as Speaker of the House.

### **Attributes**

- HI Industry knowledge / experience
- Innovator; change transformation leader
- Strategic thinker; adept at strategic planning
- Knows the difference between governance and management, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff
- Adept at financial planning and understands and interprets financial statements
- Knows how to build and cultivate partnerships with stakeholders
- Knows how to be a team player; when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills
- Ability to work with diverse groups and ideas in a constructive way; respects diversity and fosters inclusion
- Possesses the personal characteristics that are expected of and consistent with being a member of the AHIMA Board

- Values growth and lifelong learning, particularly covering matters confronting the Board and AHIMA; acts in the best interests of AHIMA and the profession; accepts that the Board acts/speaks as a whole rather than as individual Board members; understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions as well as adapt

### **Role as Speaker of the House of Delegates**

After serving as Speaker-elect, the member becomes the Speaker of the House of Delegates. The Speaker serves a one-year term and presides over the House while serving as the primary liaison between the House and the Board of Directors. The Speaker shall not be eligible for election as an officer of the Board of Directors while serving as Speaker, as outlined in the AHIMA Bylaws (Article VII, section 7.5).

### **General Expectations**

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Mentors future Association leaders.
- Serves in leadership position and undertakes special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follows relevant trends in healthcare and HI.
- Refers matters of potential significance to the AHIMA President/Chair and the Chief Executive Officer.
- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Suggest possible nominees for the Board, councils, committees, and task forces and submit names of individuals who should be recognized through awards and other forms of recognition.
- Communicates between regularly scheduled meetings, by
  - Participating in conference calls collectively or as part of a team
  - Answering correspondence promptly

### **Roles and Responsibilities**

#### **House of Delegates**

- Presides over the House.
- Presides over the annual House meeting and delivers the Speaker address.
- Develops the work plan and agendas for meetings and webinars as designated.
- Participates as a member of the House in all meetings and electronic dialogues.
- Prepares for office by being familiar with House materials and participates in House activities.
- Presides over the Envisioning Collaborative Team, developing agenda content and program of work in conjunction with the Envisioning Collaborative co-chair. The team:
  - Serves as a "think tank" composed of delegates, subject matter experts, and industry leaders bringing forward a robust exchange of perspectives, innovation, and ideas that inform strategy and enable solutions and sound decisions advancing the profession.
- Identifies, educates, and advises AHIMA on current and emerging issues.

- Performs additional functions, as needed, to assist in facilitating the work of the House.
- Ensures democratic process at House meetings by following AHIMA Bylaws and parliamentary procedures.
- Refers all motions from House meetings to the appropriate organizational units.
- Serves as contributor for electronic dialogues on the House communication platform (that is, House of Delegates Access Community), in collaboration with the Speaker of the House-elect.
- Works together with AHIMA President/Chair-elect on committee and House co-chair appointments.
- Provides support and closely working with the Speaker-elect in order to ensure continuity is maintained from one year to the next by maintaining routine communication.
- Ensures orientation of incoming delegates and oversees development of orientation materials.
- Serves ex officio with vote, as a member of the Board of Directors. The Board of Directors meets at least four times a year and follows Article V of the AHIMA Bylaws.

### **Time & Travel Commitment**

Serving as Speaker:

- All scheduled calls for the House of Delegates and planning calls.
- Monthly Speaker/Speaker-elect calls.
- In addition to meetings, 2-4 hours per month individual time for researching information and talking/corresponding with delegates and House co-chairs.

Serving on the Board of Directors:

- Approximately 15 in-person/virtual meeting days per year, including 5 Board meetings. Board meetings are held in conjunction with the Advocacy Summit (generally in the spring); the CA Leadership Symposium (generally in the summer) and the AHIMA Annual Conference in the fall; a Board Retreat is also typically held in January.
- Videoconference calls at least four (4) times per year for the Governance Committee.
- Bi-monthly calls with the President/Chair-elect
- In addition to meetings, 2-4 hours per month individual time for researching information and talking/corresponding with other Board members.
- Prepare for and participate in Board, Committee, and other meetings as noted above.
- Monitor the Board of Directors activities at least weekly.
- Ask timely and substantive questions at Board, committee, and other meetings consistent with conscience and convictions, while supporting the majority decision on issues decided by the Board.
- Maintain confidentiality of the Board's executive sessions and speak for the Board or AHIMA only when authorized to do so.
- Attends all scheduled Board meetings/videoconference calls.
- Participates in meetings involving issues of a critical nature requiring close Board coordination.

- Prepares for Board meetings by being familiar with House materials.
- Supports an atmosphere in which every member of the board can actively and fully participate.
- Communicates between regularly scheduled meetings by
  - Participating in conference calls collectively or as part of a team
  - Monitoring the Board of Directors communication timely
  - Answering correspondence promptly
- Liaison Roles and Special Assignments
  - Serving on one of the Board Committees and on special committees as assigned.
  - Speaking to groups of members at Component Association or other meetings, as requested.
  - Serving as liaison from the Board of Directors to committees, councils, task forces and other bodies
  - Representing AHIMA with alliance and other groups.
- Avoiding Conflicts
  - Serve AHIMA as a whole rather than any special interest group or constituency.
  - Avoid even the appearance of a conflict of interest that might embarrass the Board or AHIMA and disclose any possible conflicts to the Board in a timely fashion.
  - Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate.
  - Understand fully, comply with, and adhere to the terms and spirit of AHIMA's conflicts of interest and dualities and confidentiality and nondisclosure agreements.
- Fiduciary Responsibilities
  - Exercise prudence with the Board in the control, transfer, and investment of funds.
  - Consider the impact of each recommendation and decision on AHIMA's mission and resources.
  - Adhere to expense guidelines and expense reporting procedures.
  - Read and understand the AHIMA financial statements and status, and otherwise help the board fulfill its fiduciary responsibility.

[More information on the House of Delegates](#)