

Arkansas Health Information Management Association Policies & Procedures

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Arkansas Health Information Management Association	Policy & Procedure
Job Description For: PRESIDENT	Last reviewed/updated: 4-24-18

General Information 1 year (July 1 to June 30)

Purpose This individual is the chief elected officer of the Association, presides at all the meetings of the Association, and chairs all meetings of the Executive Board.

Qualifications

- Knowledge of ArHIMA procedures.
- Evidences good management and communication skills.
- Shows strength under pressure.
- Has a professional image.
- Is a good listener.
- Has a high interest level in the state and national associations.
- Has time to devote to ArHIMA.
- Demonstrates a willingness to speak out on issues; positions are well thought out.
- All elements required of ArHIMA delegates (See job description for Delegate).

Desired Attributes

- Understanding of ArHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Responsibilities

- Conduct all business meetings and Executive Board meetings in accordance with parliamentary procedures as outlined in Robert's Rules of Order, latest edition.
- The President will notify all Executive Board members and committee chairs of meeting dates fifteen (15) days in advance of the meeting.
- Attend and submit a written report of the House of Delegates (HOD) to the Arkansas Engage Community following the AHIMA HOD. In addition, an oral report of this meeting should be presented to the executive board at the upcoming board meeting.
- Keep membership informed of current issues in the AHIMA HOD throughout the year.
- Submit all proposed ArHIMA bylaw changes to Central Office for notification to AHIMA.
- Reply to correspondence received from other state associations, obtaining Executive Board approval when necessary.
- Use Arkansas Health Information Management Association stationery for all communications. A supply of the state association stationery (letterhead and envelopes) for use by officers and committees is available through the ArHIMA Central Office,
MSC 8748, Arkansas Health Information Management Association
215 West O Street
Russellville, AR 72801 or by calling 479-968-0690.
- Notify the Budget and Finance Committee of the number of delegates to the annual AHIMA meeting so that the expenses for the delegates can be reflected in the proposed budget.

- Notify the Nominating Committee, prior to their choosing of nominees, the number of delegates to be elected. Set deadline dates for submitting preliminary ballots to the Executive Board.
- Be aware of members deserving the Living Legacy Award and Distinguished Member Award.
- The outgoing president notifies the incoming president (outgoing president-elect) of the election results so that she/he may begin appointing committee chairpersons at least one week prior to the annual meeting.
- The incoming president notifies AHIMA of all changes in association officers and committee chairpersons in order that notices from AHIMA may be corrected and sent out to new officers and chairpersons. (Rev. 5-98)
- Bring the gavel. Robert's Rules of Order may be accessed electronically.
- Prepare an Annual Calendar of Events for the upcoming year with approximation of events to be reported at the Leadership of Training meeting in June following the annual meeting. (Rev 5-98)
- Make certain that a list of all new committee chairpersons along with their addresses, telephone numbers, and email addresses is updated on the ArHIMA website.
- Prepare a packet of material for all members attending the annual Arkansas Health Information Management Association business meeting to include:
 - Meeting Agenda (see attachment)
 - Previous year's Business meeting minutes
 - Executive Board report for the year
 - Budget for upcoming year
 - Treasurer's report for the year
 - Summarized committee reports for the year
- Attend annual AHIMA leadership conference.
- Work with the Chair of Arrangements Committee to have plaques, certificates, etc. for outgoing officers and committee chairpersons.
- Schedule weekly meetings with Arrangements and Program Committee Chairs one month prior to convention to ensure all tasks are completed, expenses are within the budget, and approved by the board.
- Request each committee chair to review their applicable P&P and solicit feedback. Updates should be presented at the April board meeting which will allow revisions to be made prior to June Leadership meeting.

Expenses

- Registration, lodging (3 nights max), and meals (not provided at convention) will be reimbursed for the annual state meeting.
- All expenses to the AHIMA national convention will be paid by ArHIMA, including, travel, registration, hotel, and meals (not provided at convention).
- All expenses to attend AHIMA's Leadership Conference (Chicago, IL – July) as well as the Advocacy Summit (Washington, DC – March) will be paid by ArHIMA including travel, registration, hotel, and meals (not provided at convention).
- Mileage will be paid to all board meetings at the rate approved by the Executive Board

Timeline for President

<u>Month</u>	<u>Activity</u>	<u>Time commitment</u>
June	ArHIMA Leadership Conference	1-day; 8-10 hrs. prep time
July	AHIMA Leadership Conference	2-days; 2 hrs. create report
August	Executive Board meeting	1-day; 4 hrs. prep time
September	AHIMA Convention & HOD	6-days; 3 hrs. create report
October	Executive Board Meeting	1-day; 4 hrs. prep time
November	Varies pending activities	
December	Executive Board meeting	1-day; 4 hrs. prep time
January	Solicit nominations from membership for: Distinguished Member/Living Legacy Awards	Due February 1 st for consideration at the February board meeting.
February	Executive Board meeting Prepare proposed Budget with 1 st & 2 nd Year Directors	1-day; 4 hrs. prep time 1-day
March	AHIMA Advocacy Summit Issue letter to CEO's promoting HIP Week	3-days; 1 hr. writing time
April	ArHIMA Board meeting / ArHIMA Annual Convention Summary report Prepare and submit tax information to accountant Prepare and submit the AHIMA CSA Lobbying Expense Report due April 30 th . Prepare items for Annual Audit of Books Prepare reports for Executive Board meeting Prepare reports for Annual Business Meeting Review P&P for updates	3-days; 8-10 hrs. prep time
May	Submit candidate for AHIMA Nominating committee (even-numbered years)	

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: PRESIDENT-ELECT	Last reviewed/updated: 4-24-18

General Information 1 year (July 1 to June 30)

Purpose This individual serves as a voting member of the Executive Board and performs the duties of President in the event of absence or incapacity of the President to serve.

Qualifications

- Evidences good management and communication skills
- Has had previous executive board/committee chair experience
- Shows strength under pressure
- Has a professional image
- Is a good listener
- Has a high interest level in the state and national associations
- Has time to devote to ArHIMA
- Demonstrates a willingness to speak out on issues---positions are well thought out
- All elements required of ArHIMA delegates (See job description for Delegate.)

Desired Attributes

- Understanding of ArHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates on how to act on matter vital to ArHIMA and AHIMA
- Presents a professional image and has high ethical standards

Responsibilities

- Assist the President in all Association activities
- Serve as member of the Budget and Finance Committee
- Serve as Chairman of the Nomination Committee. Set committee goal to have the ballot finalized by the February meeting so the board can approve. After election is over, contact each person whose name was on the ballot to inform them of results. Encourage those who were not elected to volunteer in some capacity.
- Observe all activities during the year so that new ideas and suggestions can be included in plans for the next year.
- Conduct business and Executive Board meetings in the absence of the President. Act as representative of the Association in the absence of the President.
- Serve as a Delegate to the AHIMA House of Delegates. Attend the fall HOD meeting that convenes in conjunction with the annual AHIMA Convention. Delegate will submit a written report to the Executive Board as well as to the Arkansas Engage Community.
- At the end of the term as President-Elect, make all committee appointments for the coming year prior to the Annual Meeting. As a matter of courtesy, obtain the consent of the individuals appointed. These appointments are to be announced at the annual meeting after the installation of officers. If all committee appointment cannot be made by the annual meeting, announce the appointment that have been confirmed and do a call for volunteers during the annual meeting.
- Obtain convention site options to present to the Executive Board at least 2 years in advance of the convention year.
 - Minimum of 5,000 square feet of secure vendor space (approximately 30 8x10 pipe and drape booths)
 - Meeting space with classroom seating for 200

- Three breakout session rooms with seating for 75-100
- Luncheon seating for 175 for annual meeting (if luncheon is arranged)
- Ballroom with dance floor
- Responsible for selecting item(s) for the AHIMA Foundation Silent Auction that will be auctioned during the AHIMA Convention and Exhibit. Review ArHIMA budget to identify amount budgeted for this purchase. Complete the online donation reservation form to ensure AHIMA has item description, a spot is reserved in the auction for item, and CSA is recognized for the donation. AHIMA has specific shipping instructions for items to be shipped that can be located on the AHIMA Silent Auction page. Check website for deadline (typically mid-July) for item(s) to be submitted by.
- Select apparel for delegates to wear to HOD meetings. Apparel will need to have the ArHIMA logo and be worn to the Leadership Symposium and HOD meeting in conjunction with AHIMA National Convention. Purchased item(s) should be expensed to ArHIMA.
- Ensure that AHIMA Member Profile is updated to include current e-mail address.
- Participate in the Arkansas Engage Community at least weekly.
 - Read all discussions.
 - Post discussion comments.
 - Read newly posted Resources.
- Attend all face-to-face and virtual HOD meetings.
- Collaborate with other Delegates to ensure understanding and ArHIMA implications.
- Seek feedback from members and inform the membership on AHIMA and HOD activities.
- Vote on all issues coming before AHIMA House that require a vote (electronic).
- Travel to the future annual meeting site with the Arrangement Committee Chair to assist with meeting preparations (i.e. room size, hotel layout, etc..)
- Secure a gift for outgoing President for ArHIMA to reimburse.

Expenses

- Registration, lodging (3 nights max), and meals (not provided at convention) will be reimbursed for the annual state meeting.
- All expenses to attend AHIMA's House of Delegates meetings will be paid by ArHIMA including travel, hotel, and meals (not provided at the meeting). Days of travel is not limited to one due to time the meeting will end.
- All expenses to attend AHIMA's Leadership Conference (Chicago, IL – July) as well as the Advocacy Summit (Washington, DC – March) will be paid by ArHIMA including travel, registration, hotel, and meals (not provided at convention).
- Mileage will be paid to all board meeting at the rate approved by the Executive Board.

Timeline for President-Elect

Month	Activities/Time	Month	Activities/Time
June	1 ½ hour meeting Leadership – ArHIMA	December	Call for nominations to central office for email blast/time varies Report to Executive Board on House of Delegates meeting held in conjunction with national convention Report to Executive Board on AHIMA Silent Auction Donation and auction results Executive Board meeting- 2 hours
July	FORE Donation commitment due. See AHIMA Silent Auction website for deadlines, shipping information, etc. Attend AHIMA's Leadership Symposium	February	Present convention site options to Executive Board Executive Board meeting & strategic planning – 2 hours Present ballot for approval
August	Report to Executive Board on Leadership Symposium and AHIMA Silent Auction Donation. Executive Board Meeting – 2 hours	March	Work with Central Office to post electronic ballot
September		April	Notify newly elected officers/delegates Annual Executive Board Meeting – 1 ½ hours. Make committee appointments for upcoming year before convention, if appointments made. Annual Audit of Books and Executive Board Meeting in conjunction with ArHIMA Convention. Review P&P for updates
October	Executive Board Meeting – 2 hours	May	
November		June	ArHIMA Leadership – 2 hours + travel

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: SECRETARY	Last reviewed/updated: 4-24-18

General Information: 1 year (July 1 to June 30)

Purpose This individual serves as a voting member of the Executive Board and is responsible for developing, distributing, and maintaining applicable records of the Association and Executive Board

Qualifications

- Good writing skills
- Well organized
- Experience in taking minutes
- Can meet deadlines and produce minutes on a timely basis

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Responsibilities

- The ArHIMA Secretary performs the duties of the recording secretary.
- Attendance at all ArHIMA Executive Board meetings, called meetings, and annual state convention is essential. The secretary will provide an accounting of attendance for each meeting of the Executive Board.
- Take minutes of all meetings and forward a copy to the President as soon as possible.
Minutes should include:
 - Start and end time of meeting.
 - Members present
 - Date of meeting.
 - Place of meeting.
 - Discussion recorded by office or committee and action.
 - Signature of secretary.
- Report yearly meeting executive board member attendance at the Executive Board meeting in conjunction with the annual convention.
- Communicate throughout the year with Central Office coordinator to pass on any Executive Board changes in procedures or responsibilities of officers or committee chairpersons
- Assist the President and committee chairs with annual P&P updates.
- Submit all minutes from your term to Central Office at the ArHIMA Leadership Conference for archiving.

Expenses

- Registration for the state annual meeting shall be waived.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Secretary

Month	Activities/Time	Month	Activities/Time
June	ArHIMA Leadership Conference	December	Executive Board Meeting
July		January	
August	Executive Board Meeting	February	Executive Board Meeting
September		March	
October	Executive Board Meeting	April	Executive Board Meeting Review P&P for updates
November		May	ArHIMA Convention & Business Meeting

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: TREASURER	Last reviewed/updated: 4-24-18

General Information 2 year term (July 1 to June 30)

Purpose This individual serves as a voting member of the Executive Board and is responsible Board and is responsible for receipt and expenditure of funds in accordance with the decisions of the Executive Board.

Qualifications

- Working knowledge of Quicken software or comparable software
- Computer literate
- Basic knowledge of bookkeeping procedures
- Detail oriented
- Good communicator (may have to deal with auditors and/or IRS)

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Presents a professional image and has high ethical standards.

Responsibilities

Procedure

- Receive from Predecessor:
 - Financial reports to date.
 - Auditor’s reports to date.
 - Bank statements.
 - Check for balance on hand.
 - Correspondence file for year just completed.
 - Any specific state procedure and forms.
- Receive from CSA President:
 - Monthly: State portion dues with “Dues Received & State Rebate” report.
 - Once each year: “State Membership” report.
- Bank accounts:
 - Arrange for transfer via signature cards which allows new officers the authority to conduct business. AHIMA recommends having at least 2 signers on the bank account.
 - Keep accurate and complete records of receipts and disbursements per established policies
 - Reconcile accounts monthly and at end of term. The individual reconciling the account should not be the same person writing the check. View only status can be provided to those who reconcile the account.
 - With Board approval, retain accountant to conduct an audit of the books prior to transfer to the new Treasurer.
- Send to Successor:
 - Official books.
 - Financial reports to date.

- Auditor's reports to date.
- Check for balance on hand if new account is being established (make sure all outstanding checks have cleared).
- Correspondence file for year completed.
- Any specific state procedures brought up-to-date and forms.
- Treasurer's Year-End Checklist
 - Make sure all transactions recorded in the year are entered and your bank reconciliations are up-to-date for the entire year.
 - Make plans to complete the **980/990EZ/980N**, whichever form is applicable. See Tax/IRS Information. Submit completed form to IRS and Central Office Coordinator for archiving.
 - Note any items the next treasurer needs to address that might be out of the norm (i.e., outstanding NSF checks, returns, etc.)
 - Review/change authorized banking signatures annually (or at least get the process started).
 - Pay any outstanding expenses
- General Duties:
 - Oversee all financial transactions, receive and disburse all CSA money and keep record of same.
 - Ensure the Board's financial policies are being followed.
 - Prepare any required financial reporting forms.
 - Report to the Board and general membership on finances.
 - Complete tax returns in accordance with federal and state guidelines. Keep a copy with the Treasurer's files.
 - Pay bills and deposit money received.
 - Assist the Budget and Finance Committee in the preparation of budget.
 - Deposit promptly all AHIMA checks, as AHIMA bank will not honor "state date" checks.
 - Render annual financial report to state annual meeting, per policy.
 - Serve as member of the Budget and Finance Committee. If checking account funds fall beneath fifty percent (50%) of the operational budget, the Treasurer should contact the first Year Director (Chair of Budget/Finance Committee) with subsequent notification of the Executive Board for possible authorization to transfer funds from Savings to Checking.
 - Promote the use of the Expense Reporting Forms (see attachments) by state officers and committee chairs for ease in record keeping.
 - Pay mileage to all board members and committee chairs at the rate approved by the Executive Board.
 - Reimburse ArHIMA Board, committee chairs, and/or speakers within *30 business days* of expense report form being submitted.
 - Obtain verifiable receipt in advance of payment of expenses (i.e., canceled personal check, invoice, or other substantiating evidence of expense incurred while executing official ArHIMA duties).
 - Using bookkeeping procedures as recommended to include:
 - Balancing of accounts each month
 - Balancing of books at end of term
 - Provide yearly tax information (copy of December bank statement, list of ArHIMA officers and addresses, balance sheet, and summary report) to accountant for completion and

filing with Internal Revenue Service prior to tax deadline (April 15th). Provide copy of tax return to Executive Board upon completion and filing.

- Forward tax information and support documents to the ArHIMA Central Office for minimum retention of three (3) full years, per 1985 AHIMA Financial Seminar.
- Near end of term, notify appropriate banks fo change in treasurer, getting signature cards for checking account updated.
- Provide current financial documentation to chair of Budget and Finance committee (1st year director) in January to begin formulation of budget proposal.
- Complete the AHIMA CSA Lobbying Expense Report due April 30.
- Prepare Treasurer report for Executive Board meetings and annual spring business meeting as follows:
 - **August:** Summary Report (Income & balance sheet by Category) for April-July; Transaction Report (check register) for April-July
 - **October:** Summary Report for August & September, check register for August & September
 - **December:** Summary Report for October & November; check register for October & November
 - **February:** Summary Report for December & January; check register for December & January
 - **April/May:** (Board Meeting held in conjunction with ArHIMA Convention): Summary Report for February & March; check register for February & March
 - **Annual Business Meeting:** Summary Report (Income & Expense Report by Category) for July-May and Treasurer's report summary for inclusion in Business Meeting packet.
 - Check register, canceled checks, and printed Category Report for prior twelve (12) months brought to Annual Convention in preparation for annual audit of books.

Expenses

- Registration for the state annual meeting shall be waived.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Treasurer

Month	Activities/Time	Month	Activities/Time
June	ArHIMA Leadership Conference (4 hrs + travel)	December	Summary Report Executive Board Meeting (4 hrs + travel And report preparation)
July	Leadership Meeting in Chicago upon AHIMA invitation	January	
August	Summary Report Transaction Report Executive Board Meeting (4 hrs + travel and report preparation)	February	Summary Report Prepare proposed Budget with 1st & 2nd Year Director's (1 day) Executive Board Meeting (4 hrs + travel and report preparation)
September		March	
October	Summary Report Executive Board Meeting (4 hrs + travel and report preparation)	April	Board Meeting held in conjunction with the ArHIMA Convention Summary Report Prepare and submit tax information to accountant Prepare items for Annual Audit of Books (as above) Prepare reports (as above) for Executive Board Meeting Prepare reports for Annual ArHIMA Business meeting held in conjunction with annual convention (see above) Review P&P for updates
November		May	ArHIMA Convention & Business Meeting

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: FIRST YEAR DIRECTOR	Last reviewed/updated: 4-15-13

General Information: 1 year (July 1 to June 30)

Purpose This individual serves as a voting member of the Executive Board, to provide continuity of leadership to the Arkansas Health Information Management Association by sharing the knowledge gained through prior service and Board experiences.

Responsibilities

- The outgoing president shall serve as first year director.
- The first year director shall serve as Chairperson of the Budget and Finance committee, which shall perform an annual audit of the Association’s financial records. A report of this audit shall be given during the annual business meeting. See the procedure for “Budget and Finance committee” for details.

Expenses

- Registration for the state annual meeting shall be waived.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for First Year Director

Month	Activities/Time	Month	Activities/Time
June	Executive Board Meeting	December	Executive Board Meeting
July		January	
August	Executive Board Meeting	February	Prepare proposed Budget Executive Board Meeting
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November	Work with Nominating Committee to develop a list of member willing to have their names places on the ballot, to be presented at the February Board Meeting.	May	Annual Audit of Books Executive Board Meeting in conjunction with annual ArHIMA Convention

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: SECOND YEAR DIRECTOR	Last reviewed/updated: 4-24-18

General Information: 1 year (July 1 to June 30)

Purpose This individual serves as a voting member of the Executive Board, to provide continuity of leadership to the Arkansas Health Information Management Association by sharing the knowledge gained through prior service and Board experiences.

Responsibilities

- Second year Director shall serve on Budget and Finance Committee. See the procedure for “Budget and Finance Committee” for details.
- The second year Director shall conduct the Installation of Officers Ceremony at the conclusion of the annual audit of the Association’s financial records.

Expenses

- Registration for the state annual meeting shall be waived.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Second Year Director

Month	Activities/Time	Month	Activities/Time
June	Executive Board Meeting	December	Executive Board Meeting
July		January	
August	Executive Board Meeting	February	Executive Board Meeting
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November		May	Executive Board Meeting in conjunction with ArHIMA Convention Perform installation of officers. Script is included in Policy and Procedure Manual.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: ARRANGEMENTS COMMITTEE - MEETING ARRANGEMENTS	Last reviewed/updated: 04/24/17

General Information 1 year (July 1 to June 30)

Purpose To take care of needed arrangements for the annual spring convention of the Arkansas Health Information Management Association (excludes program content).

Qualifications

- Residence in close proximity to annual convention site or willingness to travel to convention site and make necessary arrangements.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Obtain a firm commitment from the hotel, convention center, or other site of upcoming Annual Spring Convention and obtain copy of contract.
- Collaborate with the Program Chair on agenda. By the December Board meeting, obtain a tentative program from the Program Committee Chairperson.
- Coordinate with the Program Committee Chairperson.
- Coordinate with the Program Committee Chairperson to identify any special equipment needed for the presentations.
- Meet with the convention Manager of the selected meeting site to take care of the following items:
 - Give the Convention Manager the program contents. Advise him/her of the expected needs such as meeting rooms, seating arrangements, speaker's table, raised platform, microphone, projectors, screen, blackboard, ice water, table for registration, poster stand, etc.
 - If the meeting is to be at a hotel, check with the reservation to be assured that sufficient rooms will be held in reserve. Check to be sure that space will be available for the necessary Executive Board meetings, and, if necessary, that room reservations are made for the President, President-Elect, Program Chairman, Arrangement chairman, and out-of-town speakers.
 - Meet with the Catering Manager for any luncheon arrangements and breaks with refreshments.
 - Make certain that meeting space for the Pre-Convention seminar is included in the contract, if applicable.
- Coordinate all planned arrangements with the Vendor Arrangements and Program Chairpersons.
- Arrange to have receipt book at the registration desk for any persons attending who are not pre-registered.

- Arrange for the Square to be charged and available at the registration table for those who want to pay with a credit card for on-site registration. Square will provide a receipt via text. Square will be housed at Central Office.
- Obtain Executive Board approval, in advance, for any special funds needed for convention favors.
- Forward approved meeting and registration information to Central Office for posting to website and Engage Community.
- Order or make an arrangement of flowers for the centerpiece to be used at the luncheon head table. These same flowers can also be used on the speaker's table during the program.
- Arrange for the purchase of the president's plaque to be presented at the annual awards luncheon.
- Arrange for the purchase of plaques for any outgoing board members.
- At least six weeks prior to Spring Convention, send out Registration packets to include room reservation information, registration form, and any other Board-approved material.
- Make name cards for person who will be seated at the luncheon head table.
- Send corsage and/or flowers to the outgoing President at the annual state meeting to be displayed at the luncheon.
- At the end of the annual meeting, pass on to the incoming Arrangements Chairperson any relevant material that will aid him/her in the coming year.
- Make name badges for attendees, speakers, and vendors for the annual convention. Order lanyards, badge holders, and badge inserts (badge holders can be recycled for a few years).
- Report at the annual business meeting the number of registrations (full, partial, student, etc.)
- Send a written committee report to the President, detailing expenses and revenues as well as results from evaluation forms
- Order and attach convention ribbons to the following persons' name tags: President, Vendor Sponsors, PPE Site Supervisor, Speaker, Vendor, Committee Chairmen, Board Member, and Past President. Any leftovers should be passed on to the incoming arrangement Chairperson for use the next year.
- Secure liability insurance for the conference. Expense will depend on how much is required per the hotel.
- Work with Public Relations committee to secure door prizes. Determine how many you have and decide how many and when they will be handed out at the conference.
- Arrange to have workers/volunteers scheduled for the registration table each day. Students usually help with this as well.
- Decide what will be included in the conference bags (notebooks, pens, program, goodies, etc.)
- Assist program chair (when needed) with completion of CEU hours/form.
- Certificates for Committee chairs (or for all committee members)
- Arrange for an area in the hotel for silent auction items (and clipboards and forms for items). Work with the Public Relations committee on this.
- Have available at the registration table a box with ribbons, tape, markers, pens, scissors, etc.
- Work through Eventbrite (online) for registration, refunds, etc. or whatever software/site is used
- Provide planning committee and President with Eventbrite info weekly (number of registrations, types, etc.) You can make an Excel spreadsheet of those registered (regular vs student) and then send to the planning committee.
- Consider using/renting AV equipment of hotel. Recommendation is not to mix and match member laptops with hotel offerings.
- Perform a sound check first thing in the morning for all speakers.

- If budget allows, consider hiring AV professional that is available all day to ensure AV functionality is appropriate.

Expenses

- Registration and two nights lodging for the annual state meeting shall be waived for the committee chairperson
- If arrangements chairperson is out of town from site of convention, travel will be paid for planning of the annual meeting at rate approved by the Executive Board.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Meeting Arrangements

Month	Activities/Time	Month	Activities/Time
June	ArHIMA Leadership Conference Get information and materials from previous chairperson	December	Obtain contract from hotel or ArHIMA contact. Get copy of final bill from previous meeting for use as reference when deciding on how much food to order, etc. Executive Board Meeting
July		January	
August	Executive Board Meeting	February	Executive Board Meeting
September		March	Make room reservations for president, president-elect, program chairperson, arrangement chairperson, and out-of-town speakers. Mail out reservation packets for ArHIMA Convention and post on website
October	Executive Board Meeting	April	Finalize food and beverage needs with hotel Finalize A/V needs with hotel Review P&P for updates
November		May	Executive Board Meeting ArHIMA Convention & Business Meeting
		June	Leadership Meeting. Bring materials for incoming chairperson. Have written report detailing expenses and revenues and results from evaluations at annual convention to present at August board meeting.

At registration table, the following items need to be available:

- Square Reader
- Receipt book
- Price for late registrations, one-day registration, etc.
- Ribbons, marker, and tape

- Extra name badges
- Membership list

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: ARRANGEMENT COMMITTEE - VENDORS	Last reviewed/updated: 4-24-18

General Information: July 1 to June 30

Purpose To take care of needed arrangements for the annual spring convention of the Arkansas Health Information Management Association (excludes program content).

Qualifications

- To take care of close proximity to annual convention site or willingness to travel to convention site and make necessary arrangements.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Present a suggested convention theme to the Board for approval at the August meeting.
- In January, notify vendors of Convention date/times. Each vendor also receives two complimentary registrations, including luncheon tickets, if applicable.
- Obtain contract for convention services, e.g., Sunbelt for vendor setup. This should be approved at the December or February executive board meetings.
- Make sure that vendor names will be displayed on booths.
- Obtain vendor door prizes (usually about 6) for the vendor reception/cocktail party at convention.
- Send vendor packets including: pricing structure, hours for set up, shipping instructions, electrical requirement, Internet requirements, confirm sponsorship of events.
- Assign booth numbers, inform vendors.
- The committee shall make all vendors aware that they are responsible for their equipment and that ArHIMA and the hotel will not be responsible for equipment loss.
- Recognize Vendor Sponsors by obtaining a current list from Central Office.
- Report at the annual business meeting a listing of vendors with booth spaces reserved at convention.
- Send a written committee report to the President, detailing results from vendor evaluation forms.
- Send thank you letters after event.

Expenses

- Registration and two nights lodging for the annual state meeting shall be waived for the committee chairperson.
- If arrangements chairperson is out of town from site of convention, travel will be paid for planning of the annual meeting at rate approved by the Executive Board.
- Mileage will be paid to all board meetings at the approved by the Executive Board.

Vendor Arrangements Timeline

June

- Attend ArHIMA Leadership conference to obtain budget, committee procedures, and last year's vendor evaluations, if available.
- Form a committee. At least 2 other members is recommended.
- Review contract to see what tentative arrangements have already been made regarding breaks and parties.
- Review exhibit hall layout to determine size of each booth and how many booth and how many booths will be available.

June-April

- Seek sponsors for breaks. You will need to have pricing from hotel so that you have figures ready for each event that you are seeking sponsors.
- Work with meeting arrangements chair to select food for breaks and theme for party.
- Acquire door prizes and "freebies" to put in registrations bags, if possible.

August

- Attend Executive Board meeting.
- Recommend convention theme to Executive Board for approval.

December/January

- Attend Executive Board meeting.
- Mail out letters to prospective vendors and have information put on website.
- Fine contractor for convention services, e.g. Sunbelt, for exhibit hall setup and get tentative contact.

February

- Attend Executive Board meeting.
- Present contract for convention services and proposed expenses to executive board for approval.
- Send second letter to vendors, including registration form.

February-May

- Send confirmation letter as vendor registrations come in. Include the setup day/times, hours of conference, exhibit hall days/times, exhibit dismantle days/times, contact information (before, during and after conference), and shipping information. See [checklist](#) for pre-meeting items.

April

- Prepare committee report to resent at annual convention meeting.
- Arrange vendor booths, making sure to not put like companies next to each other.
- Prepare packets to be distributed to all the exhibit hall setup:
 - Agenda (from the program committee)
 - Speaker bios (from the program committee)
 - Vendor name tags (from the meeting arrangements committee)
 - Invitation to vendor cocktail party.
 - Flyer announcing next year's meeting (from the program committee)

April/May - CONVENTION

- Be available during setup and dismantle times to make sure everything is going smoothly.
- Make sure the vendors have your contact information.

April-June: AFTER CONVENTION

- Follow-up with thank you letter to vendors.
- Prepare final expense report for next ArHIMA board meeting.
- Provide feedback/advice to incoming committee chairperson.

- Written report detailing expenses and revenues and results from evaluations for the next board meeting.

Vendor Arrangements Checklist

PRE-MEETING

- Send exhibitors a confirmation/thank you letter for supporting your event. Include meeting information to include the following:
- Event Overview
 - Set up days/hours
 - Conference days/hours
 - Exhibit days/hours
 - Dismantle days/hours
- List what is included with the exhibit space (# of badges, signage, tables, chairs, pipe & drape, etc.)
- Copy of conference brochure or other marketing material for their reference.
- Contact information (both pre-meeting and onsite).
- Material ordering information (electrical, telephone, etc.)
- Shipping information (address to hotel/center, how to label materials, return shipping)
- Exhibitor Registration (badge information)
- Housing/transportation information.
- Other materials/information specific to your event or that you want to highlight.
- Include a few conference brochures (or website name) for them to pass along to potential attendees.

ONSITE

- Check the exhibitor area prior to the arrival of exhibitors to be sure that all materials (tables, chairs, etc.) that you requested from the hotel are set up according to your requirements.
- Check other items exhibitors receive for their participation (staff badges/ribbons, signage, conference registration, etc.)
- Be visible! Allocate a volunteer to greet your visitors upon arrival, thank them for their participation, hand them an onsite packet, answer any questions and walk them to their booth.
- Packet Contents:
 - Welcome/thank you letter
 - Event agenda, highlighting exhibit days/hours or any new items or changes
 - Contact person if they have questions
 - How to send return shipments from the meeting
 - Timeline for any post show follow up you may be coordinating
 - Exhibit information for the next year
- Walk the exhibit area during the setup to check how things are going as well as greet any exhibitors you may have missed in the beginning.
- Acknowledge exhibitors at least once during the duration of the meeting to see how things are going and thank them for their participation.
- Check with the hotel or general contractor daily to see if anything has come up with the exhibitors. If so, get all the information and address the issue with the exhibitor before you leave the event.
- Consider giving certificates of participation to each exhibitor/sponsor as a thank you for their support.
- Take photos of the exhibits that you can use to market the next year.

- At the end of the meeting, give them an opportunity to sign up for next year's meeting. Include the meeting date, location (city and hotel) and guarantee the same pricing if they sign-up now, otherwise pricing may increase.

POST MEETING

- Send a thank you to exhibitors along with a survey to complete and return with a self-addressed envelope. You may also want to include a copy of an attendee roster and any attendee demographic information you have from the event.
- Prepare detailed report for the executive board, including results of vendor evaluations.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: BUDGET AND FINANCE COMMITTEE	Last reviewed/ updated: 5/11/17

General Information 1 year (July to June 30)

Purpose To propose the annual budget as an operating guide for the association and to audit the previous year's balance sheet to ensure accuracy.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Presents a professional image and has high ethical standards.

Responsibilities

- The Budget and Finance committee is composed of:
 - 1st Year Director (Chairman)
 - 2nd year Director
 - President-Elect
 - Treasurer
- Preparation of the budget should reflect consideration of the budget for the prior calendar year and project the needs for the coming fiscal year (July 1- June 30).
- Provision should be made for monies to be available for any Ad Hoc Committee or other possible additional expenses foreseen during the calendar year.
- The Budget and Finance Committee will meet at the annual Spring Convention to audit the association's financial reports and give a report of this audit during the annual business meeting.
- Expenses for Delegates to the AHIMA annual meeting will be reflected in the proposed budget and the Chairperson will be notified in advance by the President concerning the number of Delegates going to the meeting.
- Prepare a proposed budget for the next fiscal year, to be presented for approval at the February Executive Board meeting. The proposed budget should include:
 - Amount budgeted from previous year
 - Amount actuated from previous year
 - Amount budgeted for current year
 - Amount proposed for next year
- The Budget/ Finance Committee may elect to authorize Treasurer to transfer funds from Savings to Checking in order to maintain a minimum balance of fifty-percent (50%) of operational budget.
- Review of Financial Records- Annual Audit
 - Review the previous 12 months of records
 - Review all cancelled checks. Compare to check stubs. Is the payee on the check the same as the payee on the check stub?
 - Is endorsement on the back of the check the same as the payee on the front of the check? NOTE: A check made out to Brown Printing should have "For Deposit Only" on the back of the check. It should not have an individual's signature on the back. This would indicate that the check was cashed not deposited and is a red flag.

- Check for gaps in the numerical sequence of cancelled checks.
- Review endorsement on the back.
- Look for large number of checks made out to the same payee.
- Review the Category Report and Check Register provided by the Treasurer. (This should be printed for the previous 12 months.)
- From a list of all checking account disbursements made during the year, select all transfers to other bank and investment accounts and identify any transfers that were made to accounts not owned by ArHIMA.
- Select all disbursements made to the President, President-elect, and Treasurer, greater than \$250 or 1% of total annual expenses. Select other disbursements as directed by AHIMA, if any. Obtain supporting documentation for each disbursement selected and identify those that are not a travel/expense reimbursement.
- In addition, to items selected above, select a random sample of ten disbursements. For each selected item obtain the cancelled check or ACH/wire/electronic payment receipt and vendor invoice or other supporting documentation and perform the following:
 - Agree the disbursement amount to the invoice amount or other supporting documentation.
 - Identify any invoices that were not marked and signed/ initialed as approved.
 - Identify checks that were that were signed by the invoice approver.
 - Identify ACH/wire/electronic payments that do not involve the participation of two parties, one being an authorized signer.
 - Identify any invoices that were not marked as PAID.
- Select all cash withdrawals (if any), agree to supporting documentation and identify withdrawals that were approved by the Treasurer and President.
- Select a sample of withdrawals and transfers from investment and savings accounts. The sample size should provide 75% coverage, but not exceed ten items. Review each selected item and identify those that do not involve the participation of two parties, one being an authorized signer.
- Trace all transfers made during the year from investment/savings accounts to checking accounts and identify any transfers that were made to accounts not owned by ArHIMA. Identify any transfers which were not recorded accurately in QuickBooks Online.
- As an ongoing review of the Financial Records the Treasurer shall prepare the following reports for review at each Executive Board Meeting:
 - Income & Expense report by category (listed on budget)
 - Check Register

Timeline for Budget & Finance Committee

Month	Activities/ Time	Month	Activities/ Time
June	Executive Board Meeting	December	Executive Board Meeting
July		January	
August	Executive Board Meeting	February	Prepare Proposed Budget and justification report to present at Executive Board Meeting
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November		May	Annual Audit of Books and Executive Board Meeting in conjunction with ArHIMA Convention

Arkansas Health Information Management Association	Policy & Procedure
Job Description For CENTRAL OFFICE COORDINATOR - BYLAWS	Last reviewed/updated: 04/15/13

General Information 1 year (July 1 to June 30)

Purpose To maintain in good order an in accordance with the AHIMA Bylaws, the laws laws governing the Arkansas Health Information Management Association.

“Procedures other than those listed in “Procedures for Component State Association Officers.” AHIMA.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Review and make recommendations to the Executive Board on any suggested amendments to the Bylaws, Rules and Regulations, and Standing Rules, making sure that any changes conform to the Bylaws of the AHIMA.
- Upon direction of the executive Board, The Central Office shall submit proposed amendments to the Executive Office of AHIMA. Upon receipt of approval, the proposed amendments are to be submitted in writing to the voting membership thirty days prior to the annual meeting where they are to be considered.
- Observe the AHIMA House of Delegates Standing Rule which controls the mandatory bylaw changes:
 - Any component state association which fails to incorporate into its bylaws provisions made mandatory by the House of Delegates of AHIMA, and fails to have assigned, approved copy of said bylaw filed in the Executive Office by June 30th of the second year following adoption of the mandatory provision, shall not be permitted to seat delegated in the House of Delegates.
 - Publish new Bylaws as needed.
 - Send all new state members a copy of the Bylaws, upon request.
 - Retain original approved bylaws in AHIMA Central Office.

Expenses

- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: CENTRAL OFFICE COORDINATOR - CENTRAL OFFICE	Last reviewed/updated: 04/15/13

General Information 1 year (July 1 to June 30)

Purpose To aid in the overall organization and committee structure and to preserve the records and materials for the Health Information Management Association.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with the members on how to act on matters vital to ArHIMA and AHIMA
- Presents a professional image and has high ethical standards.
- Proficient in Microsoft Excel and Access (for AHIMA updates).

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- The archives of the Arkansas Health Information Management Association dating from its origin in March 1947 will be updated yearly by the Central Office coordinator.
- The archives will be located at Arkansas Tech University where it will be housed in the facilities of the Health Information Management Program.
- The Central Office Coordinator will be appointed by the incoming President each year.
- The Archives will include, but not be limited to the following:
 - Accounting Records
 - Bank Statements (for at least ten years; to be destroyed in five year segments)
 - Bylaws
 - Committee Reports (excluding Program and Bylaws)
 - Correspondance (pertinent)
 - Credentials reports from ArHIMA for House of Delegates
 - Delegates Reports
 - Membership applications
 - Membership rosters
 - Minutes (beginning July 1975)
 - Programs
 - AHIMA Recruitment Materials
 - Treasurer's Reports
 - All audio-visual materials purchased by or donated to ArHIMA (includes tapes from national meetings, video-cassettes on special subjects, etc.)
 - ArHIMA Scrapbook
- Provide member list to board members, vendor sponsors, and committee chairpersons as appropriate. Otherwise, the membership list will only be released under these circumstances:
 - Release phone numbers or email addresses of our members only upon Board approval.

- If the executive board approves it, with the following limitations:
 - Lists will only be released to promote HIM products, services, or employment opportunities.
 - All materials to be mailed to members will be reviewed by a designated individual before the list is released; special care should be taken that promotion does not imply an AHIMA or ArHIMA endorsement.
 - Vendor sponsors get one free membership list.
 - Send a written report to the Executive Board for review at its last meeting prior to ArHIMA's Spring Convention.
 - Routinely check and distribute incoming ArHIMA mail.
 - Maintain Arkansas Engage in accordance with AHIMA guidelines.
 - Assist officers and committee chairs in the clerical aspects of their duties
 - if possible, to include mailing to the membership, fielding telephone calls, email blasts, etc
 - Maintain a listing of current vendor sponsors, as received from Committee Chair for Marketing.
 - The Central Office Coordinator shall render an annual report to include numbers at beginning and end of his/her term along with each member's classification.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: CENTRAL OFFICE COORDINATOR - CREDENTIALS	Last Reviewed/updated: 04/15/13

General Information 1 year (July 1 to June 30)

Purpose Responsible for determining the eligibility and voting strength of all members and the counting of ballots for the election of officers and delegates of the Arkansas Health Information Management Association.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Maintain an up-to-date list of all active members in good standing from AHIMA.
- Set up and make available online voting OR
- Ballots for the election of officers and delegates are to be received by the central office coordinator at least 14 days before the date of the annual meeting.
- Ballots are to be counted by the Central Office Coordinator and an additional ArHIMA member at least 10 days before the annual meeting.
- Procedure for counting paper ballots:
 - Ballots are not to be opened until the Central Office Coordinator and ArHIMA member meets.
 - Certify each ballot by checking name and credential as shown on the outside of the envelope and comparing to current membership roster. Any ballot without name and title appearing on the envelope shall be considered invalid and is to be destroyed unopened.
 - Destroy envelopes
 - Tally the votes
- Ballots received after the deadline should be considered invalid and are to be destroyed unopened.
- Elections shall be by a plurality of the voters cast by the active members in good standing. In the case of a tie, the election shall be decided by casting lots at the Executive Board meeting directly preceding the annual business meeting.
- Election results should be kept confidential with the exception of notifying the President (who notifies the incoming President for notification of candidates) until such time as the results are announced.
- The Central Office Coordinator announces the results of the election at the annual meeting of ArHIMA and substantiates the counting of votes (ballots). Such report shall include a statement of the total number of ballots received, the total number of valid ballots, and the total number of ballots destroyed unopened and the reason(s) therefore.
- Prior to the annual meeting, the Central Office Coordinator shall prepare a written summary of the annual election results and sent it to the President.
- Ballots are to be saved until after the installation of officers in the event of a recount, and until after the meeting of the House of Delegates at the AHIMA annual meeting.
- During the annual meeting, Central Office Coordinator is responsible for determining the eligibility of the attending member in order to determine the voting strength.

- If during the annual meeting a written vote must be taken, the Central Office Coordinator will record the voting and inform the House of total votes for and against the issue.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: CENTRAL OFFICE COORDINATOR - PROCEDURES	Last Reviewed/updated: 04/15/13

General Information 1 year (July 1 to June 30)

Purpose Maintain the Procedure Manual for the Arkansas Health Information Management Association. Also responsible for correspondence with state association officers and committee chairpersons to solicit revision of procedures and duties as listed in manual.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Maintain a copy of the Procedure Manual of the procedure for each state association office and committee along with associated sample forms letters, etc. used by the Association.
- Correspond with the Executive Board through the Secretary to stay abreast of any office or committee changes and/or revisions.
- Contact each officer and committee chairperson requesting any suggestions, revisions, or additions to their respective procedures and duties. Request that the reply be received two months prior to the annual meeting.
- Have the revised Procedure Manual typed prior to the Leadership Training and provide a copy to the President for approval.
- Distribute the revised Procedures Manual to each incoming officer and committee chairperson during the ArHIMA Leadership meeting.
- If all incoming officers or committee chairperson are not in attendance at the Leadership meeting, the Central Office Coordinator will send this material to them immediately following the meeting.
- Scholarship applications shall be submitted to the Central Office of the Arkansas Health Information Management Associate by January 31, and the Executive Board will review copies of these applications at the February board meeting. One HIA scholarship for \$700, one HIT scholarship for \$350, and one Graduate scholarship for \$300 will be awarded. A transcript, three letters of recommendation, and completion of a questionnaire will be required of each applicant. If necessary, Program Directors will be asked for additional information concerning the applicants.

Timeline for Central Office Coordinator - Procedures

Month	Activities/Time	Month	Activities/Time
June	Executive Board Meeting Provide a report to include membership data as well as activities performed. Check Arkansas CoP for any updates that need to be performed.	December	Executive Board Meeting Provide a report to include membership data as well as activities performed. Check Arkansas CoP for any updates that need to be performed.

	Check mail at post office and distribute as needed.		Check mail at post office and distribute as needed.
July	Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.	January	Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.
August	Executive Board Meeting Provide a report to include membership data as well as activities performed. Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.	February	Executive Board Meeting Provide a report to include membership data as well as activities performed. Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.
September	Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.	March	Work with nominating committee to ensure ballots are distributed to active members in good standing. Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.
October	Executive Board Meeting Provide a report to include membership data as well as activities performed. Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.	April	Work with nominating committee to ensure ballots are distributed to active members in good standing. Count ballots and send a report of results to President. Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed. Review P&P for updates
November	Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.	May	Executive Board Meeting Provide an annual report to cover membership numbers and other pertinent information for the past year Make sure Procedure Manual is updated and made available for new officers/committee chairs Check Arkansas CoP for any updates that need to be performed. Check mail at post office and distribute as needed.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: CODING ROUNDTABLE COORDINATOR	Last Reviewed/updated: 04/15/13

General Information 1 year (July 1 to June 30)

Purpose To establish effective communications with ArHIMA members regarding coding issues, act as an information and reference source to the ArHIMA members, regularly participate in the Coordinator engage, recruit new Coding Community and AHIMA members in the state, actively promote AHIMA and Coding Community initiatives, report goal achievements, and organize educational programs for coding professionals in conjunction with CSA annual meeting and AHIMA regional and annual meetings.

Qualifications

- Minimum of successful completion of a coding certificate program in a program with AHIMA approval status
- Certification status preferred as RHIA, RHIT, CCS, CCS-P, Coding certification preferred from the American Health information Management Association
- Someone with work experience as a coder or strong training background in coding and reimbursement
- Experience in operational and project management

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the president at least one week prior to each Board meeting.

EDUCATION: Organize State and in some cases Regional and/or National educational meetings to address coding issues

- Work with Coding Engage leadership and AHIMA staff on National and Regional meetings
- Organize State meeting topics
- Obtain speakers for state half to full day educational programs tied to CSA meeting
- Utilize physicians, ancillary departments, residents, etc.
- Invite students and vendors
- Use AHIMA Engage to identify coding professionals within your state
- Survey Coding Community Coding Roundtable members to identify educational topics for future meetings
- Use the Engage resources, e.g., lessons plans, prepared programs, etc., for educational programs. These tools can be found under Community Resources, Community News and Community Links in the Coordinator Engage
- Publicize Coding Roundtable meetings and events via e-blasts disseminated by Central Office, on Engage and state Website and appropriate newsletters.
- Create and maintain an agenda, sign-in sheet, certificate of participation and feedback form for all meetings using the forms available on the Engage or the AHIMA Coding Roundtable Letterhead available for downloading from the private Coding Roundtable Engage. These items serve as documentation attendees for continuing education credits.

- Each educational hour corresponds to one AHIMA CE credit. Most activity would fall under the “clinical data management” or “external forces” core educational content area.
- Post Upcoming meetings in Community Events on the Engage.
- Post findings of interest or success stories in the Engage Community Resources or News

MENTORING: Actively promote the Coding Community and AHIMA initiatives within your state

- Distribute AHIMA membership brochures
- Distribute Coding Community and AHIMA benefit list
- Encourage non credentialed members to become certified and those credentialed but not members to become members
- Supply information on the CCA, CCS, CCS-P, credentials to non credentialed members
- Counsel non members on the AHIMA coding career ladder
- Provide AHIMA brochures on E-learning products non members
- Inform non members on the educational opportunities in the region and state for coding, health information technology and health information management courses
- Supply information on regional, state and national coding meetings to non members

NETWORKING: Establish effective communications with CSA and the national office.

- Contact state president to determine what communication systems are already available and how they can be linked with the activities of the Coding Roundtable.
- Coordinate efforts with other regional Coordinators and the state and national office through the Engage.
- Establish effective communications with members through the regional coordinators
- Use Engage to identify coding professionals within your state
- Use Engage to post questions from regional educational sessions for multi-state review and comment
- Solicit input from members through the regional Coordinators b posting key issues identified at the state and national level on the Engage.
- Post coding roundtable events, resources, news, and links in the Engage.
- Schedule chats with regional coordinators and other state coordinators

GENERAL:

- Report at annual state convention to include number of meetings and CE hours offered for the year.
- Report annually to Executive Board total number of meetings, CE hours offered, income and expenses for the previous year.

AHIMA Coding Roundtable Criteria:

- The roundtable shall have met at least four, and preferably six times per year.
- One annual coding workshop was conducted in conjunction with our adjacent to the state’s annual meeting, or the coordinator participated with an Achieving Coding Excellence Regional meeting.
- Successful techniques are shared with other state coordinators. This criterion will be met if the Coordinator posts resources on the Coordinator Engage or submits a CodeWrite article.
- The CSA utilized the coding roundtable as a way to reach to and support coding professionals at all expertise levels, practice settings, and geographic locations.
- The CSA responds to issues brought forth at the state level.
- The CSA promotes Roundtables and provides coding resources at meetings. Marketing techniques to members/nonmembers are used to increase membership.
- The roundtable connected with members. This would be considered met through a number of ways such as, the establishment of a Geographic Coding Roundtable Engage or providing educational opportunities outside of face-to-face meetings.

- The roundtable served local community needs. This would be considered met with the start up of new Roundtable in the local/state area, revitalization of a Roundtable, or “regulars” at established Roundtable meetings.
- The Coding Roundtable identified a local coding/data quality issue and either resolved it at the state level or forwarded it to the national office for review, analysis, and response.

Expenses

- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Coding Roundtable

Month	Activities/Time	Month	Activities/Time
June	Leadership Meeting	December	Executive Board Meeting
July	Coding Roundtable Summit – Chicago, IL	January	
August	Executive Board Meeting	February	Executive Board Meeting
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November		May	Executive Board Meeting in conjunction with annual convention

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: DELEGATE	Last reviewed/ updated: 5/11/17

General Information 1 year (July 1 to June 30)

Delegates for the AHIMA House of Delegates are elected by active members for two-year terms. Vacancies are rotated so that no more than one delegate is new to the position in any one year.

Purpose To represent ArHIMA in the AHIMA House of Delegates. Delegates are voting members of the AHIMA House of Delegates and bring the experience and viewpoints of their own, yet are not representatives of their areas in the usual political sense; after hearing all points of view and becoming fully informed during discussions, they vote in the best interest of ArHIMA and AHIMA as a whole.

Qualifications

- Active participation in ArHIMA and AHIMA, preferably as board or committee member
- Experience in Health Information Management
- Demonstrated leadership
- Good communication and public speaking skills
- Willing to speak out on issues—positions are well thought out
- Good listener
- High interest level in both the state and national associations

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Role

- Advocate for the profession, the members, and the association by:
 - Speaking and acting positively about the profession
 - Speaking and acting positively about ArHIMA
 - Actively recruiting members
 - Actively recruiting students
 - Informing the Executive Board and Marketing Committee of opportunities to promote the profession
 - Gain knowledge on issues
 - Communicate and negotiate issues
 - As outlined in AHIMA Bylaws:
 - Approve the standards governing the profession
 - Elect the members of the AHIMA Nominating Committee, except the Chairman and appointed members
 - Advise the Board of Directors in the development and modification of association plans
 - Approve dues
 - Levy special assessments
 - Approve standing rules of the House of Delegates
 - Approve resolutions

Responsibilities

- Attend all Executive Board meetings
- Ensure that AHIMA member profile is updated to include current email address
- Submit report to the ArHIMA Executive Board on meetings attended/issues on Engage
- Participate on Engage at least weekly by reading all discussions, posting on discussion comments, and reading newly posted resources.
- Attend all House of Delegates meetings
- Attend Team Talks as assigned (summer and winter)
- Discuss issues with other Delegates to ensure understanding and ArHIMA implications
- Seek feedback from members and informs the membership on AHIMA and House of Delegate activities. This may include presentation at state Team Talks
- Vote on all issues coming before the House that require a vote (electronic or otherwise)
- Coordinates with ArHIMA leadership the assignment of an alternate delegate when participation in a House of Delegates activity is not possible.

Expenses

- ArHIMA will pay travel, hotel, and meal expenses for the one (1) days attendance during AHIMAs House of Delegates meeting, without limiting the number of travel days to only one day.
- ArHIMA will pay all expenses to attend AHIMAs Leadership Symposium for delegate(s).
- ArHIMA will pay all expenses to attend AHIMAs Advocacy Summit for continuing delegate(s). Expenses will not be paid for outgoing delegate(s).
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Delegate

Month	Activities/Time	Month	Activities/Time
June	Executive Board Meeting ArHIMA Leadership/2 hours + travel Check Engage weekly/ 15 min	December	Executive Board Meeting/2 hours + travel Check Engage weekly/15 minutes
July	Check Engage weekly 15 minutes AHIMA Summer Team Talks/ 1 day + travel Report for Executive Board on summer team talks/30 minutes	January	Check Engage weekly/ 15 minutes
August	Executive Board Meeting/2 hours + travel Check Engage weekly/15 minutes	February	Executive Board Meeting/2 hours + travel Check Engage weekly/15 minutes
September	Check Engage weekly/15 minutes AHIMA House of Delegates meeting/1 ½ days + travel	March	Check Engage weekly/15 minutes AHIMA Winter Team Talks/1 day + travel Report for Executive Board on winter team talks/30 minutes
October	Executive Board Meeting /2 hours + travel Check Engage weekly/15 minutes	April	Check Engage weekly/15 minutes Review P&P for updates Executive Board meeting/2 hours + travel (in conjunction with annual meeting—could also be in May)
November	Check Engage weekly/15 minutes	May	Check Engage weekly/15 minutes

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: EXECUTIVE BOARD	Last reviewed/updated: 04/15/13

General Information: 1 year (July 1 to June 30)

Purpose To carry on business of the Arkansas Health Information Management Association between meetings of the Association reporting through the President at the annual meeting.

Desired Attributes

Composed of:

- President
- President-Elect
- Secretary
- Treasurer
- First-Year Director
- Second-Year Director

Responsibilities

- The Executive Board shall meet bi-monthly (August, October, December, February, April/May (preceding the annual convention) and in June for Leadership convention, as well as on call of the President at such times as may be deemed advisable during the year. Fifteen days' notice shall be given for all members and the President will send notices. Report from each committee chair should be sent to the President at least one week prior to the meeting date.
- Parliamentary procedures as outlined in Robert's Rules of Order, latest edition, and this Procedure Manual will be followed at all times.
- Due to the responsibilities and involvement of the chairpersons of all Committees, chairpersons will be invited to attend all Executive Board meetings.
- Any ArHIMA member may attend Executive Board meetings for the purpose of discussion, but executive Board members only have the privilege of voting, and the President or presiding officer in his/her absence has the authority to call a closed session at any time.
- The Executive Board works with the Program Committee Chairperson and approves the content of annual meetings, budget, speakers, site, etc.
- Upon recommendations of Professional Development Committee, makes final decision on education programs including number of meetings of each type, location, dates, etc.
- Approves fees for speakers.
- The Executive Board shall maintain liaison with all Health Information Management Programs in the state.
- The Executive Board shall maintain liaison with all committee chairpersons to promote effective organization.
- The Executive Board shall review applications for ArHIMA scholarships and decide on recipients of scholarship awards.
- Submit nominations for national (AHIMA) office.
 - Ask Executive Board to recommend candidates for AHIMA's Nominating Committee (in even numbered years) and other nominations being sought.
 - Obtain picture and curriculum vitae, have it printed, and submit to appropriate person(s) at AHIMA.
 - Solicit ArHIMA members to write letters of support for candidate.

Timeline for Executive Board

Month	Activities/Time	Month	Activities/Time
June	ArHIMA Leadership conference	December	Executive Board Meeting
July		January	
August	Executive Board Meeting	February	Executive Board Meeting Decide on ArHIMA Scholarship Recipients Approve budget for upcoming year Approve convention arrangements Approve program for convention Select Distinguished member and/or Living Legacy award recipients, if applicable
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November		May	Executive Board Meeting

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: LEGISLATIVE COMMITTEE	Last reviewed/updated: 04/15/17

General Information 1 year (July 1 to June 30)

Purposes To maintain the Legal Manual and to keep abreast of new legislation affecting the Health Information Management profession.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Maintain the Legal Handbook for Arkansas Health Care Facilities, and make necessary revisions in material to keep health information management professional to date on the latest requirements and information pertaining to Health Information Management.
- Keep abreast of new legislation or other guidance (federal and state) affecting the Arkansas Health Information management profession and keep members of the state association informed.
- The chairperson shall submit an annual report to the president to include all activities by the committee and details of all income and expenses.
- The chairperson should be available for testimony or reporting to the Arkansas Legislature.
- The chairperson should attend Legislative Council meetings that affect health care.
- The chairperson shall serve as liaison with and provide his/her name and mailing address to the Arkansas Hospital Association in order that a copy of the AHA Legislative Newsletter may be sent to him/her.
- Work with other committees to educate and market membership on legislative/regulatory issues.

Expenses

- Mileage will be paid to all board meetings at the rate approved by the Executive Board.
- Lodging, mileage and meals will be paid if Legislative representative conducts a workshop for membership and requires overnight lodging

Timeline for Legislative Committee

Month	Activites/Time	Month	Activities/Tlme
June	Executive Board Meeting/Leadership Contact AHA to receive AHA Legislative Newsletter	December	Executive Board Meeting
July		January	
August	Executive Board Meeting	February	Executive Board Meeting
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November		May	

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: MARKETING COMMITTEE	Last reviewed/updated: 04/15/13

General Information 1 year (July 1 to June 30)

Purpose To coordinate publicity and recruitment programs of the American Health Information Management Association with the Arkansas Health Information Management Association
To provide publicity for all ArHIMA meetings, annual and educational.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry
- Ability to make and take suggestions and criticisms
- Open minded, able to discuss with members and other delegates on how to act on matters vital to ArHIMA and AHIMA
- Presents a profession image and has high ethical standards
- Ability to develop and design marketing materials

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting

GENERAL

- Render an annual report to include income and expenses, number of vendor sponsors, and number of new members
- Coordinate with the Professional Development and Program Committee chairperson to aid in any Marketing-Publicity capacity.
- Submit announcement of the new President and President-Elect in his/her respective hometown newspapers as well as ArHIMA website).
- Provide publicity (newspaper coverage) of all meetings, workshops, seminars, etc. of the Arkansas Health Information Management Association. As a general rule, if information is sent in for publication prior to the meeting, there is a better chance of publication.
- Obtain approval from the Professional Development Committee Chairperson concerning all publicity of ArHIMA Educational meetings, etc. prior to release to the media
- Obtain approval from the ArHIMA President concerning all ArHIMA publicity prior to release to the media. Maintain the ArHIMA website in conjunction with Central Office Committee, ensuring at least monthly updates, more frequent updates if warranted.
 - Prepare and distribute invoices for website advertising/job posting per ArHIMA fee policy.
- Coordinate with the Central Office Committee in contacting all new officers for the purpose of obtaining pictures to be published on the website after election and any newspapers that will publish them
- Contact the Governor of Arkansas to proclaim the week of Annual National Convention as “Arkansas Health Information and Technology week.”
- List ArHIMA convention dates in JAHIMA, For the Record, Advance, and any other Health Information Management related publication as well as contributing articles on newsworthy events, such as annual convention, to these publications.
- Promote Health Information Professionals week.
- Serve as custodian of ArHIMA camera, taking pictures at Convention and other ArHIMA sponsored events. Use proper care and maintenance, passing the camera on to the next Marketing Chairperson at the ArHIMA Leadership meeting in June.

- All pictures will be uploaded to Dropbox after a meeting or event has occurred. Marketing chairperson will need to collaborate with the Central Office Coordinator in regards to Dropbox usage. All pictures need to be uploaded before passing camera on to next committee chair.
- Send communication to all Arkansas Hospital Chief Executive Officers, promoting National Health Information and Technology week for their Health Information employees.
- Send copies of pictures, with descriptions, to Central Office for inclusion in the ArHIMA scrapbook.

SILENT AUCTION

- Serve as coordinator of the silent auction.
- Solicit donations from ArHIMA members and the community
- During the annual convention, display the donations collected at a booth in the vendor area so the membership can bid on the items.
- Distribute items to the highest bidder and collect the money.
- The money will be awarded to scholarship recipients from CAHIIM accredited programs located in Arkansas.
- The executive board will review the outcome of the auction each year and make the determination of the amount to be awarded at that time.
- Bring all needed materials to ArHIMA annual meeting: clipboards, silent auction bidding forms with complete with auction item info, pens, etc.)

MEMBERSHIP

- Try to learn of any hospital or other health care facility that is without representation in our Association, and circulate information about our Association to these institutions. It is considered advisable that such information be sent to both the administrator and the health information practitioner.
- Any special promotional material or copies should be submitted to the President for approval.
- Become familiar with AHIMA rules for joining the Association and the various classifications of membership and costs thereof.
- Recruit new members to ArHIMA.
- Obtain a list from Central Office of all members who are credential only and write a letter of invitation.

Expenses

- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Marketing Committee

Month	Activities/Time	Month	Activities/Time
June	Executive Board Meeting	December	Executive Board Meeting
July	Obtain vendor list from previous convention; send out invitation letter	January	
August	Executive Board Meeting	February	Executive Board Meeting
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November		May	Executive Board Meeting; Annual Convention

Arkansas Health Information Management Association	Policy and Procedures
Job Description For: NOMINATING COMMITTEE	Last reviewed/updated:

General Information: 1 year (July 1 to June 30)

Purpose To select from the current roster of members those members, who would be willing to serve as officers of the Arkansas Health Information Management Association, and prepare the ballot accordingly.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Presents a professional image and has high ethical standards.

Responsibilities

- Members of the Nominating Committee shall be elected by the active members of the Association and the nominees will be included on the ballot with officers of the Association. Those individuals with the two highest votes shall serve as members of the committee.
- The President-Elect will act as chair or appoint a chair.
- Submit an invitation from the Nominating Committee to the Central Office (for email blast) inviting all members to propose names of members they believe would be good candidates for office.
- The committee shall meet during each year to select minimum of two (preferably three) nominees for each office. Nominees for delegates and nominating committee.
- Obtain from the Central Office a current list of active members in good standing.
- List the members as those who have recently held office and those who are eligible to hold office.
- Before placing an individual's name on the ballot, secure the consent of the nominee to run for office.
- Coordinate online voting procedures with Central Office Coordinator. Each nominee will be required to fill in autobiographical information online.
- Nominees for each position should be placed in alphabetical order on the ballot.
 - Qualification for ArHIMA Office: President/President-elect
 - Evidence good management and communication skills
 - Has good previous executive board experience
 - Shows strength under pressure
 - Has a professional image
 - Is a good listener
 - Has a high interest level in the state and national associations
 - Has time to devote to ArHIMA
 - Demonstrates a willingness to speak out on issues-positions are well thought out
 - Access to internet and email
 - Qualifications for ArHIMA Office: Secretary
 - Good writing skills
 - Well organized
 - Experience in taking minutes
 - Can meet deadlines-produce minutes on a timely basis

- Qualifications for ArHIMA Office: Treasurer
 - Detail oriented
 - Computer literate (preferably with Quicken)
 - Good communicator (may have to deal with auditors and/or IRS)
 - Basic knowledge of bookkeeping procedures
- Active members in good standing shall be eligible to serve as delegates to the American Health Information Management Association.
 - The President in office and the President-elect at the time of the annual meeting of the American Health Information Management Association shall be the first and second delegates. Nominations for the additional delegates shall be made by the Nominating Committee and election shall be by mail ballot of the active members in good standing as outlines in Procedure #1. The ballot shall indicate the member classification of each nominee. A plurality vote shall elect. The one receiving the next highest number of votes shall be called as an alternate in case a delegate finds it impossible to serve.
 - The President will notify the Nominating chairperson of the number of delegates to be elected.
 - The number of members nominated to serve as delegates, shall exceed the number to be elected by two.
- Qualifications for ArHIMA Office: Delegate
 - Good communication and public speaking skills
 - Willing to speak out on issues-positions are well thought out
 - Good listener
 - High interest level in both the state and national associations
 - Access to internet and email
- Prepare and sign two copies of the ballot. Send one copy to the President for approval at the February Board Meeting, place the other copy in the Committee files.
- The Chairperson shall be responsible for publication and distribution of the ballot.
- Election information to be sent to all active members should include:
 - Special instructions for completing and returning the ballots on time. The deadline date (established by the Executive Board) shall be clearly stated and plainly visible.
 - Explicit, clearly written instructions must be given for proper identification to be shown on the envelope containing the ballot.
 - Clearly state that all ballots not properly identified will be destroyed unopened (by the Central Office Coordinator).
 - Advise the members where the ballots are to be returned (Central Office Coordinator), being certain to show the correct and complete address.
- The published slate of nominees and ballots shall constitute the Nominating committee;s annual report to the Executive Board.
- The first year director shall serve as Board Liaison to the Nominating Committee.

Expenses

- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Nominating Committee

Month	Activities/Time	Month	Activities/Time
June	Executive Board Meeting Leadership Conference	December	Executive Board Meeting Invitation to run for office to central office
July		January	Finalize Ballot
August	Executive Board Meeting	February	Executive Board Meeting Present ballot at board meeting
September	Invitation for nominees to Central Office	March	Obtain mailing labels for active members from Central Office, if using paper ballots. Otherwise coordinate with Central Office. Mail ballot to active members
October	Executive Board Meeting	April	Review P&P for updates
November		May	Executive board Meeting in conjunction with annual convention.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: PROFESSIONAL DEVELOPMENT COMMITTEE	Last reviewed/updated: 6-14-18

General Information 1 year (July 1 to June 30)

Purpose To plan all educational programs for the Arkansas Health Information Management Association, including pre-convention seminar (if applicable), exclusive of the special program presented at the ArHIMA annual meeting.

Desired Attributes

- Understanding of AHIMA, the profession and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Planning of all programs should reflect areas of interest or need in Arkansas health care facilities (“health care facilities” being interpreted to mean story stay acute care hospitals, long-term hospitals, nursing homes, extended care facilities, ambulatory care centers, clinics, health maintenance organizations, and other developing healthcare facilities).
- Programs to be planned each year consist of the following:
 - Basic Institutes or Special Interest Programs
These meetings, totaling at least (3) in number are sponsored by ArHIMA, one of which will be planned during the Arkansas Hospital Association week? when feasible. It is recommended that those sessions designed to foster basic skills in Health Information Management be held not only in urban area, but also in rural areas of the state. These sessions will involve in-service programs for health information management professionals and an effort will be made to schedule these programs in three different locations throughout the state. The number of meetings of each of these types, the location in which they are to be held, the approximate dates, and other guidelines will be established by the Executive Board after it has heard the recommendations of the Professional Development Committee Chairperson.
 - Funded Institutes or Workshops
Full advantage should be taken of any opportunity to conduct programs funded by government or other agencies. It is permissible for such programs to deal with specialized esoteric interests. When such opportunities exists, the president should be notified so that advice may be requested from the Executive Board and possibly AHIMA.
 - For professional development programs that involve multiple speakers, speakers shall receive a copy of the program along with a cover letter explaining that all expenses incurred with the meeting will be paid upon submission of appropriate statement.
 - The Chairperson of the Professional Development Committee shall:
 - be responsible for mailing of all notices of programs to the membership, always obtaining the most current membership list from the Central Office. The Chairperson will also maintain an addendum list of mail out names. (This will include members persons who have expressed a desire to be on the ArHIMA mailing list for educational workshops.) This duty may be delegated to the Marketing Committee.

- Submit all expenses to the Treasurer for educational programs completed.. The Chairperson will acknowledge all speakers and committee members participating in the program with appropriate “Thank You” letters using ArHIMA stationary and making copies for the files. Render an annual report as to the total number of CE hours offered through ArHIMA.
 - submit a written report at all Executive Board meetings and shall submit a written report annually for review of the last meeting of the year prior to the annual ArHIMA meeting to include meetings arranged, number of attendees and total expenses and income, and the number of CE hours offered.
 - be the liaison with the Arkansas Hospital Association. Dates of the ArHIMA sponsored activities will be placed on AHA’s calendar whenever feasible. The AHA will be asked to send out special mailings to its membership when the educational content of ArHIMA meetings would be beneficial to the AHA membership.
- A tentative outline of future and long-range plans for educational sessions will be provided to the new Professional Development Chairperson at the Leadership training meeting by the outgoing chairperson.
 - AHIMA’s guidelines for prior approval of continuing educational programs will be used when planning meetings. The Executive Board will give final approval for the number of CE hours provided for a meeting.
 - Regional Education Seminar areas will provide a network of information between the individual members and the state organization. The Professional Development Committee will encourage the regions to sponsor programs on subjects of interest in their areas, which will function as supplements to state activities and serve as a means of involving more people and strengthening participation in state activities. New members will be allowed access to information prior to getting on the mailing list and attending the state meeting.
 - In setting up meetings, provide registration rates in the categories of “members”, “non members”, and “students”, and possibly categories for late registration, if needed.
 - It is a standing rule of the ArHIMA that the chairperson of the Professional Development Committee will attend all Executive Board meetings, (but have no voting privilege) and tentative plans for all meetings or programs shall be submitted to the Executive Board for approval.

Expenses

- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Professional Development Committee

Month	Activities/Time	Month	Activities/Time
June	Executive Board Meeting Provide an update of educational sessions scheduled. Compile a tentative list of educational sessions aligned to P&P	December	Executive Board Meeting Provide an update of educational sessions scheduled.
July		January	
August	Executive Board Meeting Provide an update of educational sessions scheduled	February	Executive Board Meeting Provide an update of educational sessions scheduled.
September		March	
October	Executive Board Meeting Provide an update of educational sessions scheduled.	April	Review P&P for updates
November		May	Executive Board Meeting Provide a report to the membership to include the number of CE hours offered through the year.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: PROGRAM COMMITTEE	Last reviewed/updated: 05/03/2017

General Information 1 year (July 1 to June 30)

Purposes To prepare and arrange the program for the Arkansas Health Information Management Association annual meeting, working closely with the education and arrangements chairpersons to coordinate meeting site and program content with the marketing chairman for publicity.

Desired Attributes

- Understanding of AHIMA, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates on how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.

Responsibilities

- Submit a report to the President at least one week prior to each Board meeting.
- Meet with the ArHIMA Executive Board at the August Board meeting, at which time a decision is made as to the type of program that would seem most appropriate for the following year (i.e., seminar, individual speakers, etc.) as well as selection of a Convention Theme. This should include Pre-Convention Seminar speaker(s).
- Obtain from the Executive Board the approved working budget for the Committee.
- Appoint committee members. At least 2 other members is recommended.
- Meet with the Arrangements chairman (if feasible) for preliminary plans. If a meeting cannot be arranged, keep close contact by telephone and/or email.
- Prepare a tentative program outline to present at the December executive Board meeting.
- Upon approval, proceed as follows:
 - Contact suggested speakers and obtain definite commitments.
 - Obtain a brief biography, a summary of the presentation, and a photo from each presenter, forwarding a copy as soon as it is returned to the Program Committee Co-Chair and the Chairperson of the Arrangements Committee.
 - Prior to the annual meeting, send each nonmember speaker the ArHIMA Expense Report form, along with a cover letter explaining the current rate of reimbursement (i.e., mileage) to be completed and returned on the day that they present.
- Advise Arrangements Chair of the number of out-of-town presenters expected, the number of rooms needed reserved and the date of same.
- Obtain firm commitments from members who will serve to introduce speakers during the annual meeting, and send copies of speaker biographies with a photo as information to be used in introducing the speaker.
- Obtain commitment from the outgoing Director to install new officers during the business meeting.
- Prior to final print, send the President a rough draft of the program, together with an estimate of printing costs. (Consult with President for printing companies used in the past if needed.)
- AHIMA's guidelines for prior approval of continuing education programs will be used when planning the annual meeting. Create a CEU form for the program to present to the Executive Board. The Executive Board will give final approval for the number of CE hours provided for a meeting (traditionally no less than 10 CE hours are offered for the two day annual convention).
- Observe the bylaws regarding the call to meeting (Article VI, Section 2). An announcement of the annual program serves as the official call to meeting.

- See that publicity is given concerning the meeting (i.e. email blasts, postcard reminders, etc.). Coordinate with Marketing chairperson.
- If program and registration information is to be mailed, coordinate this activity with the Arrangements Chairperson, planning to mail the material six to eight weeks prior to the meeting.
- At the conclusion of the annual meeting, immediately write “Thank You” letters to each speaker. Send other “Thank You” letters as necessary.
- Coordinate all program plans with the President and Arrangements Chairperson.
- The Program Committee Chairperson will send a written committee report to the Executive Board meeting held at the end of each year to include number of registrations at the convention, including partial registrations.
- A financial summary shall be complete and submitted to the president immediately following the convention.

Expenses

- Mileage will be paid to all board meetings at the rate approved by the Executive Board.
- Registration and two nights lodging for the annual state meeting shall be waived for the committee chairperson.

Speaker Expenses

- Some speakers will speak without requiring honorariums, hotel, mileage, or meal expenses.
- Honorariums are only given if no other expenses are paid.
- When negotiating with speakers, the main goal is to keep expenses as low as possible to accommodate more speakers. Do not offer to cover all expenses initially. Ask the speaker, if he/she is available to speak and what their payment requirements are.
- If arrangements are made to cover travel expenses, honorariums are not paid in addition.

Timeline for Program Committee

Month	Activites/Time	Month	Activities/Time
June	Executive Board Meeting Decide on appropriate program and convention theme and pre-convention seminar speaker	December	Executive Board Meeting Present tentative program outline
July		January	
August	Executive Board Meeting	February	Executive Board Meeting Final approval of program
September		March	
October	Executive Board Meeting	April	Review P&P for updates
November	Obtain the approved working budget from the Executive Board	May	Executive Board Meeting Write “Thank You” letters to each speaker Complete financial summary for next board meeting.

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: COMMUNICATIONS	Last reviewed/updated: 6/14/18

Web-based technology has become a mainstream communication tool for the ArHIMA Executive Board and the committee chairs to communicate with association member as well as others interested in the activities of the association.

Association Website - www.arhima.org is intended to provide information to individuals who are not members of ArHIMA. KnowledgeConnex is the current hosting site, with Central Office Committee is responsible for assuring information on the website is current and accurate. The website should include:

- Calendar of Events: important dates including convention and educational programs
- Contact information for Executive Board and Committee Chairs
- Contact information for the state's CAHIIM approved educational programs
- Legal Manual purchase information
- Community Education
- Pertinent links to other web addresses

Arkansas Engage Community

The Arkansas Engage is accessible to ArHIMA members and other AHIMA members who wish to join. The CoP is found as a link from www.ahima.org. The Central Office Coordinator serves as the community facilitator. Any member may recommend information or resources to be posted to this CoP. All resources of interest to ArHIMA members should be posted here, including but not limited to:

- Minutes of ArHIMA board meetings
- Annual committee reports
- Association policies and procedures
- Association bylaws
- Publicity for convention and education sessions
- Forms for nomination of Living Legacy or Distinguished Member
- AHIMA Delegate reports

E-Blasts

These emails to association members are coordinated by the Central Office Coordinator. E-blasts include, but are not limited to:

- Notification of educational programs
- Call for ballot nominations
- Call for nominations of Living Legacy Award and Distinguished Member
- Notification of time-sensitive events and other information of importance to the association members

Arkansas Health Information Management Association	Policy & Procedure
Job Description For: FEES AND REFUNDS	Last reviewed/updated: 06/14/2018

Annual Convention Fees

- Student members of AHIMA will receive a reduced fee that will be determined each year. This expense will pay for luncheon tickets and other special functions.
- ArHIMA Convention registration fee is waived for:
 - One full-time program faculty member from each accredited HIM / HIT program.
 - All Executive Board members
 - One chairperson from vendor arrangements, meeting arrangements, and program committees
 - Two registrants from each vendor exhibiting at the annual convention
- Three (3) nights lodging during the annual convention will be paid for:
 - President-Elect and President (if complimentary room is not provided)
- Two (2) nights lodging during the convention will be provided for:
 - One chairperson from vendor arrangements, meeting arrangements and the program committee.
- Each vendor exhibiting at the annual meeting shall be given two complimentary registrations.

Convention Vendor Booths

- Booth space rental shall be \$750 per single booth and will include pipe and drape. Electricity, Internet connectivity, etc. will be charged separately.
- Vendor sponsors will receive 10% discount on booth space rental at the annual state convention.
- Booths are provided free of charge to each of the schools with AHIMA accredited HIT / HIM programs (ATU, UAMS, NPCC).
- Vendor sponsoring ArHIMA website will receive one free booth space at the annual convention

Speaker Fees

- If an honorarium is necessary or requested by a qualified speaker for an ArHIMA Institute, the Executive Board should approve the fee, as amounts may vary according to prevailing economic conditions and the caliber of the speaker.
- A maximum of \$200 (ArHIMA members or nonmembers) may be expended for tokens of appreciation when no honorarium is paid.
- A speaker's fee may be requested by a qualified speaker for the annual meeting. If no speaker's fee is paid, a maximum of two hundred dollars (\$200) honorarium may be expended for tokens of appreciation.
- It is imperative to verify with the speaker if they wish to receive a fee. Some speakers do not require a fee for speaking.

Workshops and Seminars (other than annual convention)

- Student members of AHIMA may attend any ArHIMA educational meeting free of charge with the exception of a fee for food and materials.
- Board members may attend ArHIMA educational meetings free of charge. If multiple board members desire to attend a meeting, the President may need to make a decision on number of attendees permitted, if there is concern.
- The registration fee will be waived for one full-time accredited HIM/HIT Program faculty member from each school at all ArHIMA sponsored workshops and annual convention.

Refund Policy

- In order to receive a full refund of the registration fee, registrants must contact the appropriate education/program chairperson at least 72 hours before the session is to be held. If the registrant cancels after this time and registration fee is over \$25, a partial refund may be granted. However, the amount of the refund would be dependent upon the expenses the Association would still be required to pay on behalf of the registrant, i.e., lunch, materials, etc.
- The following statement should appear on all registration forms sent out: Cancellation Policy: Full refund will be made for cancellations received at least 72 hours in advance of the meeting. Cancellations within less than 72 hours cannot be refunded.

**PROCEDURES FOR CONDUCT DURING
ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION
ANNUAL BUSINESS MEETING**

1. A member shall not be entitled to the floor until he/she rises, addresses the presiding officer, gives his/her name and that of his/her city or township, and obtains recognition from the chair.
2. The member speaking in debate shall indicate whether he/she is speaking for or against the motion.
3. Members may not speak a second time on the same question if one who has not spoken asks for the floor, and non member shall speak more than twice on the same question except by a two-thirds vote.
4. Debate shall be limited to two minutes for each speaker.
5. All main motions of a lengthy nature shall be written, signed by the mover, and given to the presiding officer after such motion has been presented.
6. Voice vote shall be taken on all business that is not of a controversial nature.
7. On all controversial items of business, a written vote will be taken from each eligible voting member. Central Office Coordinator will record the voting and inform the House of the total votes for and against the issue. A list of attendees by Active, Associate, Student, etc. shall be kept for voting purposes.
8. The annual meeting shall be open to non-member registrants, but they shall not be permitted the privilege of the floor or to vote.

OR

9. The board may opt to present a quick update at the beginning of the annual meeting and install new officers during the business luncheon which will allow time for a networking lunch.

ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION INTRODUCTION TO PARLIAMENTARY PROCEDURES

A successful and orderly meeting depends on the abilities and the attitudes of the presiding officer and the members. To accomplish this, a general knowledge of parliamentary law is necessary – laws based upon the Golden Rule and the same enduring principles on which our nation was founded. These are:

1. The right of the majority to decide.
2. The right of the minority to be heard.
3. The right of absentees to be protected.

Further, parliamentary law expedites business and insures order – all of which makes meetings more interesting and worthwhile.

It is the duty of the presiding officer to represent the assembly in expressing its will and declaring its views and decisions. He/she rules on parliamentary questions, with assistance when necessary from the Parliamentarian, but he/she does this in an impartial and impersonal manner.

While the presiding officer has the great responsibility of conducting an orderly meeting, members of the assembly have an even greater one. Even though most delegates are unfamiliar with parliamentary details and procedures, the basic ones are not difficult to master.

ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION
INSTALLATION OF OFFICERS
Example 1

Following is the suggested script that may be used during the Installation of Officers held at the conclusion of the Annual Business Meeting of the Arkansas Health Information Management Association. The outgoing officer conducts the Installation of Officers.

Each section shall be filled in with the officer's name, their job title and place of employment. Additional comments about the officer may be made at the discretion of the presiding officer.

TREASURER: The treasurer serves as the custodian of the funds of the Association. He/she makes financial reports at each meeting of the Executive Board and renders an annual report. The new treasurer is: ANNOUNCE NAME

SECRETARY: The secretary keeps a permanent record of all meetings of the Executive Board and Association. He/she shall carry on the official correspondence of the Association under the direction of the president. The secretary for the coming year is: ANNOUNCE NAME

PRESIDENT-ELECT: The president-elect serves as an aide to the president and shall assume the duties of the president in his/her inability to act. He/she shall serve as the second delegate to the AHIMA House of Delegates at the national convention. This year's president-elect is:
ANNOUNCE NAME

PRESIDENT: The president shall be familiar with all bylaws and procedures of the component state association and be guided by these in directing the activities for all Association business. He/she shall preside during all business meetings and serve as the first delegate of the AHIMA House of Delegates at national convention. The new president is: ANNOUNCE NAME

FIRST YEAR DIRECTOR: This person shall serve as the chairperson of the Budget and Finance Committee and will serve in an advisory capacity to the president and Executive Board. The first year director is: ANNOUNCE NAME

SECOND YEAR DIRECTOR: This individual will serve as senior member of the Executive Board and provide advice and assistance to the president and Executive Board. The second year director is:
ANNOUNCE NAME

**ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION
INSTALLATION OF OFFICERS
Example 2**

True leaders are regarded as instruments of service. Leaders have committed to a trust that is larger than themselves and accept the challenge of office in unselfish dedication to that trust.

The selection and installation of state officers is one of the most important events that occurs each year, because we are placing in their hands the welfare of the future of our state association. With the authority, we also give them responsibility to exercise diligence and wisdom in their leadership. It is the obligation of every member to support them as they accept their offices and carry out their duties.

Today, I present the officers you have selected for (year). In choosing them we have said "We believe in your integrity, your leadership, your sense of fairness, your foresight, and your ability to carry out your responsibilities."

As your name is called, will you please come forward and stand in front of the podium.

President:

President Elect:

Secretary:

Treasurer:

First Year Director:

Second Year Director:

To you newly elected officers and those continuing in office, I extend my sincere congratulations. I am confident you will perform your work capably and with enthusiasm. Your duties are outlined in the bylaws, but let me remind you of your obligations:

To the directors: Final authority and direction of the state association rests with the board. As you serve, be concerned not merely with majority rule, but the sense of unity so essential in determining the right course for state affairs.

To the treasurer: Yours is the responsibility of safeguarding the association funds, receiving and expending monies as authorized, and reporting the financial affairs. The financial well being of the association depends on the adequacy of your reporting and financial advising.

To the secretary: Yours is the responsibility to keep the official record and serve as that essential liaison role between the state and national associations on behalf of the president assuring that proper recognition is given to the members of the association and state.

To the president-elect: This is vital year of planning as you prepare to assume the presidency. Take time to observe the president's functions and consider your program appointments thoughtfully.

To the president: You have been chosen to lead the Arkansas Health Information Management Association, final responsibility rests on your shoulders as the entire organization will be measured by your success in conducting its affairs. Preside with dignity, fairness, and loyalty. Remember to grant all members the right to express their views, and use this opportunity to involve them in making (year) your best year yet.

As the newly elected officers and directors of the Arkansas Health Information Management Association, accept this honor with the understanding that you will do your best to represent and hold close the trust of the members of the association. Let me wish you every success, good luck, and may you have a most productive and rewarding year.

ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION DISTINGUISHED MEMBER AWARD CRITERIA

PURPOSE: The ArHIMA Distinguished Member Award has been established to recognize those members who have distinguished themselves professionally.

The award is designed to further encourage continued professional excellence through more immediate acknowledgement of significant achievement on the part of the ArHIMA member by the Arkansas Health Information Management Association. The following criteria, therefore, have been developed to assist ArHIMA members in considering potential nominees. Nominations are due by February 1 in order to be considered at the February Board meeting. Announcements of Distinguished Members are kept confidential until announced at the annual convention by the President.

1. Nominees should be a an active member of the Arkansas Health Information Management Association in either the Active or Associate category.
2. Nominee may be cited for activities that did one (or all) of the following:
 - a. Brought recognition to the health information management profession;
 - b. Contributed to the health information management profession's body of knowledge;
 - c. Exemplified exceptional or outstanding service to the Arkansas Health Information Management Association.
3. Any member in good standing of ArHIMA may nominate eligible individuals for the award by submitting the name(s) and justification(s) to the current ArHIMA President by the specified deadline.
4. Selection of the recipient will be made by a vote of the ArHIMA Executive Board from among those nominated in a closed executive session.
5. Award: The name(s) of award recipient(s) will be made public at the annual convention, and a plaque presented.

ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION LIVING LEGACY AWARD CRITERIA

PURPOSE: The Living Legacy Award was established to honor those who have shown outstanding contributions to and whose steadfast efforts have bettered both the HIM field and ArHIMA. The requirements for considerations of this award are as follows:

- Member of AHIMA for a minimum of 20 years
- Outstanding service as an officer or committee chair of the ArHIMA
- A general advocate for the health information management field
- Service as a mentor who guides students to new opportunities and fosters their enthusiasm for the profession
- Foster enthusiasm for the profession
- Provide ongoing, long-term career guidance to one or more HIM professionals
- Record of motivating talented people to enter the HIM profession

Upon executive board approval, the recipient of the Living Legacy Award will be recognized at the annual business meeting. The recipient will be awarded an engraved clock and a bouquet of flowers or suitable gift of recognition to be presented at the annual business meeting.

**ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION
DISTINGUISHED MEMBER/LIVING LEGACY AWARD
NOMINATION FORM**

Name of Nominee _____

Work address _____

Home address _____

Contact number (work) _____ (home) _____

Nomination submitted by: _____

Address _____

After reviewing award criteria, please provide the reason(s) for nomination (100 words or less):

Present employment status

Previous position(s) or title(s)

ARKANSAS HEALTH INFORMATION MANAGEMENT ASSOCIATION EXPENSE REPORTING FORM

Please note

All expenses should be submitted to the Treasurer within 30 days of expenditure. The expense report form is located at <http://www.arhima.org>. Special attention should be given to the “cost centers” when reporting expenses. If unsure of appropriate cost center, please contact Treasurer for assistance. Copies of receipts *must* accompany expense form to ensure prompt reimbursement.

ArHIMA Annual Convention Registration

Registration will be completed on the ArHIMA website.

Policy will be updated following completion of website service provider transition.

Arkansas Health Information Management Association
SAMPLE BALLOT 20XX-20XX

Election ballots are created via the AHIMA website by the Central Office Coordinator. Central Office issues e-blasts to advise membership when the elections will open and close. Reminder emails to membership are issued during the open polls to solicit membership voting.

An ideal ballot will consist of:

- 2 - Presidential candidates (vote for one)
- 2 - Secretary candidates (vote for one)
- 2 - Treasurer candidates (vote for one)
- 4 - Nominating Candidates (vote for three)

Delegate candidates are determined by number of outgoing delegates for the year.
(vote accordingly)