



POLICIES AND PROCEDURES

Revised and Approved by
ArHIMA Board of Directors

September 28, 2021

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President

Arkansas Health Information Management Association	Policy and Procedure
PRESIDENT	Revisions Approved: August 20, 2021

Term 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, serves as a voting member of the Executive Board, and chairs all meetings of the Executive Board. They provide continuity of leadership to the Arkansas Health Information Management Association by sharing the knowledge gained through prior service and Board experiences.

Qualifications

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- Evidence 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

- The ability to make and take suggestions and criticisms.
- Open-minded, able to discuss with members and other delegates 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.
- Have the revised Policy and Procedure Manual updated prior to the ArHIMA Leadership Training meeting and distribute it to each incoming officer and committee chairperson.
- If all incoming officers or committee chairpersons are not in attendance at the Leadership Meeting, the President will send this material to them immediately following the meeting.
- Ensure that your AHIMA Member Profile is updated to include your current e-mail address.

- Serve as a Delegate to the AHIMA House of Delegates. Attend the fall HoD meeting that convenes in conjunction with the annual AHIMA Convention. The delegate will submit a written report to the Executive Board as well as to the Arkansas Access Community. In addition, an oral report of this meeting should be presented to the executive board at the next board meeting.
- Keep the 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.
- Participate in the Arkansas Access Community at least weekly, i.e., read all discussions, post discussion comments, and read newly posted resources.
- 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.
- 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 of the ArHIMA Awards. These include Living Legacy, Distinguished Member, Volunteer of the Year, Student of the Year, and Outstanding Professional Practice Experience (PPE) Site.
- 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 president-elect will contact each person whose name was on the ballot to inform them of results and encourage those who were not elected to volunteer in another capacity.
- 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.
- Bring the gavel to each meeting and follow Robert's Rules of Order which may be accessed electronically.
- Prepare an Annual Calendar of Events for the upcoming year with an approximation of events to be given to incoming board members and committee chairs at the Leadership Training meeting in June.
- Make certain that a list of all new committee chairpersons along with their email addresses is updated on the ArHIMA website.
- Prepare a packet of material to be posted on the ArHIMA annual meeting website:
 - Meeting Agenda (see attachment)
 - Previous year's Annual Business Meeting minutes
 - Executive Board report for the year
 - Budget for the upcoming year
 - Treasurer's report for the year
 - Summarized committee reports for the year
 - Policy and Procedure for Conduct during Annual Business Meeting (if a debate is expected)
- Prepare printed copies of the meeting agenda and previous year's annual business meeting minutes to be presented at the annual ArHIMA business meeting.

- Send a copy of the annual meeting packet as soon as it is completed in April to the Central Office Coordinator to be used for the annual CSA report to AHIMA which is due June 30th.
- Attend the annual AHIMA Leadership Symposium, appoint ArHIMA attendees to appropriate breakout sessions, and prepare a report to be given at the next board meeting.
- Attendance of AHIMA-sponsored meetings in preparation for the Advocacy Summit.
- Attend the annual AHIMA Annual Conference and prepare a report to be given at the next board meeting.
- Work with the Chair of Arrangements Committee to have plaques, certificates, etc. for outgoing officers and committee chairpersons.
- Send Treasurer the following CSA Report:
 - Monthly: State portion dues with “Dues Received & State Rebate” report
 - Once each year: “State Membership” report
- Schedule weekly meetings with Arrangements and Program Committee Chairs one month prior to the 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 the June Leadership meeting.
- Confirm the Secretary submitted all minutes from your term to the ArHIMA Central Office for archiving.
- Submit the packets from each board meeting to the ArHIMA Central Office for archiving.

Expenses

- Registration, lodging (3 nights max), and meals (not provided at meeting) will be reimbursed for the annual state meeting.
- All expenses to the AHIMA Annual Conference will be paid by ArHIMA, including, travel, registration, hotel, and meals (not provided at meeting).
- All expenses to attend AHIMA’s Leadership Symposium (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 meeting).
- Meals to be paid per the following per diem rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for President

June

- ArHIMA Leadership Meeting

July

- AHIMA Leadership Symposium
- Create Leadership Symposium report to be presented at the next board meeting
- Online Delegate meeting – Delegate Orientation and Onboarding
- Send treasurer the monthly CSA Report

August

- ArHIMA Board meeting
- Present Leadership Symposium report at the ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- Online Delegate meeting – Annual House Meeting Preparation
- Send treasurer the monthly CSA Report

September

- Online Delegate meeting – Annual House Meeting Platform Training
- AHIMA House of Delegates & National Convention
- Create AHIMA Convention report to be presented at the next board meeting
- Create a House of Delegate report to be presented at the next board meeting
- Send treasurer the monthly CSA Report

October

- ArHIMA Board Meeting
- Present AHIMA Convention report at the ArHIMA Board Meeting
- Present House of Delegates report at the ArHIMA Board Meeting
- Notify Arkansas CAHIIM accredited schools of the deadline and application process for the scholarships available through ArHIMA
- Send treasurer the monthly CSA Report

November

- Send treasurer the monthly CSA Report

December

- ArHIMA Board meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- Send treasurer the monthly CSA Report

January

- Solicit nominations from the membership for Distinguished Member, Living Legacy, and Volunteer of the Year Awards due February 1st for consideration at the February board meeting
- Send treasurer the monthly CSA Report

February

- ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- Work with Treasurer to prepare and submit tax information to the accountant
- Send treasurer the monthly CSA Report

March

- AHIMA Advocacy Summit
- Create Advocacy Summit report to be presented at the next board meeting
- Issue letter to CEOs promoting HIP Week
- Send treasurer the monthly CSA Report
- Create an annual Delegate report to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting
- Prepare ArHIMA Annual Summary Report for Annual Business Meeting
- Prepare meeting packet for the Annual Business Meeting to be uploaded to the website
- Send a copy of the annual meeting packet to Central Office

April

- ArHIMA Board Meeting (held before state convention)
- Create and present Delegate report at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Review P&P for updates
- Prepare and submit the AHIMA CSA Lobbying Expense Report due April 30th
- Send treasurer the monthly CSA Report

May

- Send a copy of taxes to Central Office
- Submit candidate for AHIMA Nominating Committee (even-numbered years)
- Send treasurer the monthly CSA Report

June

- ArHIMA Leadership Meeting
- Notify Arkansas CAHIIM accredited schools of the deadline and application process for the AHIMA Foundation scholarships
- Notify AHIMA of changes in board and committee chairs
- Send treasurer the monthly CSA Report
- Confirm the Secretary submitted all minutes from your term to the ArHIMA Central Office for archiving
- Submit the packets from each board meeting to the ArHIMA Central Office for archiving
- Online Delegate meeting – All Delegates Webinar

President Elect

Arkansas Health Information Management Association	Policy and Procedure
PRESIDENT-ELECT	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

Qualifications

- Knowledge and understanding of ArHIMA, the profession, and the industry.
- Evidence of 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 and positions are well thought out.
- All elements required of ArHIMA delegates (See job description for Delegate).

Desired Attributes

- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates how to act on matters 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 Nominating Committee. Set committee goal to have the ballot finalized by the February meeting to receive board approval in a timely manner. After the election is over, contact each person whose name was on the ballot to inform them of the results. Encourage those who were not elected to volunteer in another 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 the 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. The delegate will submit a written report to the Executive Board as well as to the Arkansas Access 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 appointments cannot be made by the annual meeting, announce the appointments that have been confirmed and do a call for volunteers during 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.
- Obtain convention venue options to present to the Executive Board for approval. This should occur at least one year, preferably two years, in advance. For example, President-Elect for 2020-2021 will secure a venue for the 2022-2023 Annual Meeting. Venue options should include the following:
 - Minimum of 5,000 square feet of secure vendor space (approximately 30 8x10 pipe and drape booths)
 - Meeting space with classroom seating for 250
 - Three breakout session rooms with seating for 100-175
 - Luncheon seating for 200 for the annual business 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 the ArHIMA budget to identify the amount budgeted for this purchase. Complete the online donation reservation form to ensure AHIMA has an item description, a spot is reserved in the auction for an 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 the website for the deadline (typically mid-July) for submitted donation(s).
- Select apparel for delegates to wear to HoD meetings. Apparel will need to have the ArHIMA logo. These can also be worn to the Leadership Symposium. Purchased apparel should be expensed to ArHIMA.
- Attendance of AHIMA-sponsored meetings in preparation for the Advocacy Summit.
- Ensure that your AHIMA Member Profile is updated to include your current e-mail address.
- Attend the annual AHIMA Leadership Symposium and prepare a report to be given at the next board meeting.
- Participate in the Arkansas Access Community at least weekly, i.e., read all discussions, post discussion comments, and read newly posted resources.
- Attend all face-to-face and virtual HoD meetings and prepare a report to be given at the next board meeting.
- 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 the outgoing ArHIMA President. The purchased gift should be expensed to ArHIMA. Refer to budget for allocated amount.

Expenses

- Registration, lodging (3 nights max), and meals (not provided at meeting) 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 will be based on the schedule.
- All expenses to attend AHIMA's Leadership Symposium (Chicago, IL - July) and the Advocacy Summit (Washington, DC - March) will be paid by ArHIMA including travel, registration, hotel, and meals (not provided at meeting).
- Meals to be paid per the following per diem rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for President-Elect

June

- ArHIMA Leadership Meeting

July

- AHIMA Leadership Symposium
- Create Leadership Symposium report to be presented at the next board meeting
- Submit AHIMA Foundation donation according to details on the AHIMA Silent Auction website
- Online Delegate meeting – Delegate Orientation and Onboarding

August

- ArHIMA Board Meeting
- Present Leadership Symposium report at the ArHIMA Board Meeting
- Provide FORE Silent Auction donation information (item, amount spent) at the ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- Online Delegate meeting – Annual House Meeting Preparation
- Research convention site options to present to the Executive Board at least 2 years in advance of the convention year

September

- Online Delegate meeting – Annual House Meeting Platform Training
- AHIMA House of Delegates meeting
- Create a House of Delegate report to be presented at the next board meeting

October

- ArHIMA Board Meeting
- Present House of Delegate report at ArHIMA Board Meeting
- Provide FORE Silent Auction donation information (amount received) at the ArHIMA Board Meeting

November

- Various activities as assigned

December

- ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- Submit 'Call for Nominations' to Central Office Coordinator to send an email blast to members
- Prepare proposed budget with 1st Year Director, 2nd Year Director, and Treasurer

January

- Various activities as assigned

February

- ArHIMA Board Meeting

- Create and present Delegate report at the ArHIMA Board Meeting
- Present convention site options to Executive Board
- Present ballot for board approval
- Perform Annual Audit of Books with 1st Year Director, 2nd Year Director, and Treasurer

March

- Work with central office to complete the electronic ballot
- Communicate results to newly elected officers and delegates
- Inform those you have selected to serve as committee chairs for the upcoming year
- Work with your chairs to make committee appointments before the annual convention
- Create an annual Delegate report to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting

April

- ArHIMA Board Meeting (held before state convention)
- Create and present Delegate report at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Present annual Delegate report at the ArHIMA Annual Business Meeting
- Review P&P for updates

May

- Various activities as assigned

June

- ArHIMA Leadership Meeting
- Online Delegate meeting – All Delegates Webinar
- Notify AHIMA of changes in board and committee chairs

Secretary

Arkansas Health Information Management Association	Policy and Procedure
SECRETARY	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

Qualifications

- Knowledge and understanding of ArHIMA, the profession, and the industry.
- Good writing skills.
- Well organized.
- Experience in taking minutes.
- Can meet deadlines and produce minutes on a timely basis.

Desired Attributes

- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates 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.
- Ensure that your AHIMA Member Profile is updated to include your current e-mail address.
- Take minutes of all meetings and forward a copy to the President as soon as possible.
- Minutes should include:
 - Start and end time of the 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

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting

October

- ArHIMA Board Meeting

December

- ArHIMA Board Meeting

February

- ArHIMA Board Meeting

April

- ArHIMA Board Meeting (held before state convention)
- ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting
- Take any materials for the incoming secretary to the ArHIMA Leadership Meeting
- Submit a copy of all minutes from your term to Central Office at the ArHIMA Leadership Meeting

Treasurer

Arkansas Health Information Management Association	Policy and Procedure
TREASURER	Revisions Approved: August 20, 2021

Term 1 year term (July 1 to June 30)

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

Qualifications

- Knowledge and understanding of ArHIMA, the profession, and the industry.
- 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

- The ability to make and take suggestions and criticisms.
- Presents a professional image and has high ethical standards.

Responsibilities

Procedures

- Receive from Predecessor:
 - Financial reports to date
 - Auditor's reports to date
 - Bank statements
 - Check for balance on hand
 - Correspondence file for the 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 an 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
 - Correspondence file for the 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 and annual AHIMA report.
 - 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

- Attend the annual AHIMA Leadership Conference and prepare a report to be given at the next board meeting.
- Oversee all financial transactions, receive, and disburse all CSA money, and keep a 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 the 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 Investments to Checking.

- Promote the use of the Expense Reporting Form by board 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 *10 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).
- Using bookkeeping procedures as recommended to include balancing of accounts each month and 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 the accountant for completion and filing with Internal Revenue Service prior to tax deadline (April 15th).
- Provide a copy of the 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.
- Near the end of term, notify appropriate banks for change in treasurer, getting signature cards for checking account updated.
- Provide current financial documentation to chair of Budget and Finance committee (First Year Director) in December to begin formulation of the budget proposal.
- Complete the AHIMA CSA Lobbying Expense Report due April 30.
- Prepare Treasurer's Report for the bi-monthly ArHIMA Board Meetings and the Annual Business Meeting as follows:
 - **August:** Summary Report (Income & Expense Report by Category) for April-July, Transaction Report (check register) for April-July, and Account Balances
 - **October:** Summary Report for August & September, Transaction Report for August & September, and Account Balances
 - **December:** Summary Report for October & November, Transaction Report for October & November, and Account Balances
 - **February:** Summary Report for December & January, Transaction Report for December & January, and Account Balances
 - **April/May:** (Board Meeting held in conjunction with ArHIMA Convention): Summary Report for February & March, Transaction Report for February & March, and Account Balance
 - **Annual Business Meeting:** Prepare Treasurer's Report for inclusion in the Annual Business Meeting packet to include Summary Report (Income & Expense Report by Category) from July 1 to the date the report was prepared and Account Balances.
 - Check register, canceled checks, and printed Summary Report for prior twelve (12) months should be brought to Annual Convention in preparation for the annual audit of books, if not already completed.

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

June

- ArHIMA Leadership Meeting

July

- AHIMA Leadership Symposium
- Create Leadership Symposium report to be presented at the next board meeting

August

- ArHIMA Board Meeting
- Present Leadership Symposium report at the ArHIMA Board Meeting
- Create and present Treasurer report at the ArHIMA Board Meeting

September

- Various activities as assigned

October

- ArHIMA Board Meeting
- Create and present Treasurer report at the ArHIMA Board Meeting

November

- Various activities as assigned

December

- ArHIMA Board Meeting
- Create and present Treasurer report at the ArHIMA Board Meeting
- Prepare proposed budget with First Year Director, Second Year Director, and President-Elect

January

- Various activities as assigned

February

- ArHIMA Board Meeting
- Create and present Treasurer report at the ArHIMA Board Meeting
- Work with President to prepare and submit tax information to the accountant
- Perform Annual Audit of Books with First Year Director, Second Year Director, and Treasurer

March

- Prepare annual Treasurer's Report to be included in the Annual Business Meeting packet

April

- ArHIMA Board Meeting (held before state convention)
- Create and present Treasurer report at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Present annual Treasurer report at the ArHIMA Annual Business Meeting
- Review P&P for updates

May

- Send a copy of taxes to Central Office for annual AHIMA report

June

- ArHIMA Leadership Meeting
- Take any materials for the incoming treasurer to the ArHIMA Leadership Meeting

First Year Director

Arkansas Health Information Management Association	Policy and Procedure
FIRST YEAR DIRECTOR	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

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

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting

October

- ArHIMA Board Meeting

November

- Assist Nominating Committee to develop a list of members willing to have their names placed on the ballot to be presented at the February Board Meeting

December

- ArHIMA Board Meeting
- Prepare a proposed budget with President-Elect, Treasurer, and Second Year Director

February

- ArHIMA Board Meeting
- Perform Annual Audit of Books with President-Elect, Treasurer, and Second Year Director

April

- ArHIMA Board Meeting (held before state convention)
- ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting

Second Year Director

Arkansas Health Information Management Association	Policy and Procedure
SECOND YEAR DIRECTOR	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

Responsibilities

- Second Year Director shall serve on the 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 during the Annual Business Meeting.

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

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting

October

- ArHIMA Board Meeting

December

- ArHIMA Board Meeting
- Prepare a proposed budget with President-Elect, Treasurer, and First Year Director

February

- ArHIMA Board Meeting
- Perform Annual Audit of Books with President-Elect, Treasurer, and First Year Director

April

- ArHIMA Board Meeting (held before state convention)
- ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting

Arrangements Committee - Meeting Arrangements

Arkansas Health Information Management Association	Policy and Procedure
ARRANGEMENTS COMMITTEE MEETING ARRANGEMENTS	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

Qualifications

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- Residence in close proximity to annual convention site or willingness to travel to a convention site and make necessary arrangements.

Desired Attributes

- Knowledge and understanding of ArHIMA procedures, 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 the upcoming Annual Convention and obtain a copy of the contract.
- Collaborate with the Program Committee Chairperson on agenda. By the December Board meeting, obtain a tentative program from the chair.
- Coordinate with the Program Committee Chairperson to identify any special equipment needed for the presentations.
- Present a suggested convention theme to the Board for approval at the August meeting.
- 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 Chair, Arrangement Chair, 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 Chairs.
- Work with the Vendor Arrangement chair to obtain a contract for convention services for vendor setup, e.g., Sunbelt. This should be approved at the December or February executive board meeting.
- Arrange to have a 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 or with the Treasurer.
- Obtain Executive Board approval, in advance, for any special funds needed for convention favors.
- Forward approved meeting and registration information to Central Office or Marketing/Public Relations chairperson for posting to website and Access Community.
- Order 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 and award recipients.
- At least six weeks prior to Convention, send out Registration packets to include room reservation information, registration form, and any other Board-approved material.
- Make name cards for people who will be seated at the luncheon head table.
- 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 Chairperson, Board Member, and Past Presidents. Any leftovers should be passed on to the incoming arrangement Chairperson for the next year.
- Secure liability insurance for the conference. Expense will depend on how much is required per the hotel.
- Work with Marketing/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.

- Create certificates for Committee chairs (or for all committee members).
- Arrange for an area in the hotel for silent auction items (donations, clipboards, forms, etc.). Work with the Marketing/Public Relations Committee on this.
- Work with the current website management company to set up online registration and refunds.
- Provide planning committee and President with registration information weekly (number of registrations, types, etc.). Prepare an Excel spreadsheet of those registered (regular vs student) and send it to the planning committee.
- Consider using/renting AV equipment of hotel. The 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 an AV professional that is available all day to ensure AV functionality is appropriate.
- Have the following items available at the registration table:
 - Square Reader
 - Receipt book
 - Price for late registrations, one-day registration, etc.
 - Ribbons, marker, and tape
 - Extra name badges
 - Membership list

Expenses

- Registration and three nights lodging for the annual state meeting shall be waived for the committee chairperson
- If the arrangements chairperson is out of town from the site of the convention, travel will be paid for the planning of the annual meeting at the 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

June

- ArHIMA Leadership Meeting
- Receive information and materials from the previous chairperson

August

- ArHIMA Board Meeting

October

- ArHIMA Board Meeting
- Obtain the contract between ArHIMA and the hotel
- Get a copy of the final bill from the previous meeting for use as reference when deciding on how much food and beverage to order

December

- ArHIMA Board Meeting

February

- Make room reservations for president, president-elect, program chairperson, arrangement chairperson, and out-of-town speakers
- Work with Public Relations/Marketing chair to upload convention information to ArHIMA website
- Work with Central Office Coordinator to send an email blast to members regarding convention information

March

- Finalize food and beverage with hotel
- Finalize A/V with hotel

April

- ArHIMA Board Meeting (held before state convention)
- ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting
- Bring materials for incoming chairperson
- Have written report detailing expenses and revenues and results from evaluations of the annual convention to present at August board meeting

Arrangements Committee - Vendor Arrangements

Arkansas Health Information Management Association	Policy and Procedure
ARRANGEMENTS COMMITTEE VENDOR ARRANGEMENTS	Revisions Approved: August 20, 2021

Term July 1 to June 30

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

Qualifications

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- Residence in close proximity to annual convention site or willingness to travel to a convention site and make necessary arrangements.

Desired Attributes

- 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.
- In January, notify vendors of Convention date/times. Each vendor also receives two complimentary registrations, including luncheon tickets, if applicable.
- Work with the Meeting Arrangement chair to obtain a contract for convention services for vendor setup, e.g., Sunbelt. This should be approved at the December or February board meeting.
- Make sure that vendor names will be displayed on booths.
- Obtain vendor door prizes (usually about 6) for the vendor reception/cocktail party at the convention.
- Send vendor packets including pricing structure, hours for set up, shipping instructions, electrical requirements, Internet requirements, and confirm sponsorship of events.
- Assign booth numbers and 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.
- Report a listing of vendors at the annual business meeting.
- Send a written committee report to the President, detailing results from vendor evaluation forms.
- Send thank you letters to vendors after the event.

Expenses

- Registration and three nights lodging for the annual state meeting shall be waived for the committee chairperson.

- If the arrangements chairperson is out of town from the site of the convention, travel will be paid for the planning of the annual meeting at the rate approved by the Executive Board.
- Mileage will be paid to all board meetings at the approved rate by the Executive Board.

Vendor Arrangements Timeline

June

- ArHIMA Leadership Meeting to obtain budget, committee procedures, and last year's vendor evaluations, if available

June-April

- Review contract to see what tentative arrangements have already been made regarding breaks and parties
- Review exhibit hall layout to determine the size of each booth and how many booths will be available
- Seek sponsors for breaks (you will need to have pricing from the 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

- ArHIMA Board Meeting
- Work with Meeting Arrangements chairperson to recommend convention theme to Executive Board for approval

December-January

- ArHIMA Board Meeting
- Email prospective vendors and request information to be placed on the website
- Find a contractor for convention services, e.g., Sunbelt, for exhibit hall setup and get tentative contact

February

- ArHIMA Board Meeting
- Present contract for convention services and proposed expenses to the executive board for approval
- Send the second email to vendors, including the registration form

February-April

- Send confirmation email as vendors register including the setup day/times, hours of the conference, exhibit hall days/times, exhibit dismantle days/times, contact information (before, during, and after the conference), and shipping information
- Prepare committee report to present at ArHIMA Annual Business Meeting

April

- Arrange vendor booths, making sure to not put similar companies next to each other
- Prepare packets to be distributed to all registered vendors to include:
 - 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

- Send thank you letter to vendors
- Prepare final expense report for next ArHIMA board meeting
- Provide feedback/advice to the incoming committee chairperson

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 at 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. guaranteeing 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 if not conducted electronically
- Send a copy of an attendee roster and any attendee demographic information you have from the event to the registered vendors
- Prepare a detailed report for the executive board, including results of vendor evaluations

Budget and Finance Committee

Arkansas Health Information Management Association	Policy and Procedure
BUDGET AND FINANCE COMMITTEE	Revisions Approved: August 20, 2021

Term 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 financial records to ensure accuracy.

Desired Attributes

- Knowledge and understanding of ArHIMA procedures, 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:
 - First Year Director (Chairman)
 - Second 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 February board meeting to audit the association's financial reports and report on this audit during the annual business 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 the current year
 - Amount proposed for next year
- The Budget and 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 the 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 a 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 the items selected above, select a random sample of ten disbursements. For each selected item obtain the canceled check or ACH/wire/electronic payment receipt and vendor invoice or other supporting documentation and perform the following:
 - Agree on 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 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 the 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 the accounting software system.
- 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 the budget)
 - Check Register

Timeline for Budget and Finance Committee

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting

October

- ArHIMA Board Meeting

December

- ArHIMA Board Meeting
- Prepare proposed budget and justification report to present at February board meeting

February

- ArHIMA Board Meeting
- Perform Annual Audit of Books

April

- ArHIMA Board Meeting (held before state convention)
- ArHIMA Annual Business Meeting
- Present Annual Audit of Books report at the ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting

Central Office Coordinator - Bylaws

Arkansas Health Information Management Association	Policy and Procedure
CENTRAL OFFICE COORDINATOR BYLAWS	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

Desired Attributes

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members 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 Coordinator 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 bylaw’s provisions made mandatory by the House of Delegates of AHIMA, and fails to have a signed, 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 delegates 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.

Central Office Coordinator - Central Office

Arkansas Health Information Management Association	Policy and Procedure
CENTRAL OFFICE COORDINATOR CENTRAL OFFICE	Revisions Approved: August 20, 2021

Term 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 Arkansas Health Information Management Association.

Desired Attributes

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with the members 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.
- Update the archives of the Arkansas Health Information Management Association yearly. These date from its origin in March 1947.
- The archives will be located at Arkansas Tech University where they 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)
 - Correspondence (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 recordings and media from national meetings on special subjects, etc.)
 - ArHIMA Scrapbook

- Provide member list to board members 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 approved by the executive board, the following limitations will apply:
 - 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.
- Routinely check and distribute incoming ArHIMA mail.
- Maintain Arkansas Access in accordance with AHIMA guidelines.
- Maintain administrative control over ArHIMA's social media sites (Facebook, LinkedIn, Twitter, etc.) and work with the Marketing/Public Relations Chairperson to appoint someone to oversee the sites. Grant administrative privileges to the sites per board recommendation.
- 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.
- The Central Office Coordinator shall render an annual report to include numbers at the beginning and end of his/her term along with each member's classification.

Central Office Coordinator - Credentials

Arkansas Health Information Management Association	Policy and Procedure
CENTRAL OFFICE COORDINATOR CREDENTIALS	Revisions Approved: August 20, 2021

Term 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

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members 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.
- Election results shall be received and presented to the President by Central Office Coordinator at least 14 days before the date of the annual meeting.
- Elections shall be by a plurality of the votes 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 and validation of the votes (ballots).
- Prior to the annual meeting, the Central Office Coordinator shall prepare a written summary of the annual election results and send it to the President.
- 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.

Central Office Coordinator - Procedures

Arkansas Health Information Management Association	Policy and Procedure
CENTRAL OFFICE COORDINATOR PROCEDURES	Revisions Approved: August 20, 2021

Term 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 the manual.

Desired Attributes

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members 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 procedures 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.
- Scholarship applications shall be submitted to the Central Office of the Arkansas Health Information Management Association by February 1st. The Central Office Coordinator will forward copies to the President.

Timeline for Central Office Coordinator – Procedures

June

- ArHIMA Leadership Meeting

July

- AHIMA Leadership Symposium
- Create Leadership Symposium report to be presented at the next board meeting
- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

August

- ArHIMA Board Meeting
- Present Leadership Symposium report at the ArHIMA Board Meeting
- Prepare and present a report to include membership data as well as activities performed at the ArHIMA Board Meeting
- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

September

- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

October

- ArHIMA Board Meeting
- Prepare and present a report to include membership data as well as activities performed at the ArHIMA Board Meeting

November

- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

December

- ArHIMA Board Meeting
- Prepare and present a report to include membership data as well as activities performed at the ArHIMA Board Meeting
- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

January

- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

February

- ArHIMA Board Meeting
- Prepare and present a report to include membership data as well as activities performed at the ArHIMA Board Meeting

- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

March

- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed
- Prepare an annual report to cover membership numbers and other pertinent information for the past year to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting
- Work with nominating committee to develop the online voting platform and ensure ballots are distributed to active members in good standing
- Send ballot results to President-Elect

April

- ArHIMA Board Meeting
- Prepare and present a report to include membership data as well as activities performed at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Present annual report at the ArHIMA Annual Business Meeting
- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed
- Review P&P for updates

May

- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed
- Make sure the Policy and Procedure Manual is updated and made available for President to distribute to new officers/committee chairs at the ArHIMA Leadership Meeting

June

- ArHIMA Leadership Meeting
- Check Arkansas Access Community for any updates that need to be performed
- Check mail at the post office and distribute as needed

Coding Roundtable Coordinator

Arkansas Health Information Management Association	Policy and Procedure
CODING ROUNDTABLE COORDINATOR	Revisions Approved: August 20, 2021

Term 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 Coding Roundtable Coordinator Access Community, recruit new Coding Community members 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, or CCS-P with 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

- Knowledge and understanding of ArHIMA procedures, 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 Access Community 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 the CSA meeting.
- Utilize physicians, ancillary departments, residents, etc.
- Invite students and vendors.
- Use AHIMA Access Community and state membership list to identify coding professionals within your state.

- Survey Coding Community Coding Roundtable members to identify educational topics for future meetings.
- Use the Access Community resources, e.g., lessons plans, prepared programs, etc., for educational programs.
- Publicize Coding Roundtable meetings and events via KnowledgeConnex, Access Community, ArHIMA website, appropriate newsletters, and e-blasts disseminated by Central Office.
- Create and maintain an agenda, sign-in sheet, certificate of participation, and feedback form for all meetings. These items serve to document attendees for continuing education credits.
- Each educational hour corresponds to one AHIMA CE credit.
- Post upcoming meetings on the Access Community and the ArHIMA website.
- Post findings of interest or success stories on the Access Community and the ArHIMA website “In the 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 nonmembers on the AHIMA coding career ladder.
- Provide AHIMA brochures on E-learning products to nonmembers.
- Inform nonmembers 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 nonmembers.

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 Access Community.
- Establish effective communications with members through the regional coordinators.
- Use Access to identify coding professionals within your state.
- Use Access to post questions from regional educational sessions for multi-state review and comment.
- Solicit input from members through the regional Coordinators by posting key issues identified at the state and national level on the Access Community.
- Post coding roundtable events, resources, news, and links in the Access community and the ArHIMA website.
- Schedule chats with regional coordinators and other state coordinators.

General

- Report number of meetings and CE hours offered for the year at the annual state convention.

- Report number of meetings and CE hours offered and income and expenses for the year annually to Executive Board.

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 Access or submits a CodeWrite article.
- The CSA utilized the coding roundtable as a way to reach 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 Access or providing educational opportunities outside of face-to-face meetings.
- The roundtable served local community needs. This would be considered met with the startup of a 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 Coordinator

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting
- Prepare and present Coding Roundtable Committee report at the ArHIMA Board Meeting

October

- ArHIMA Board Meeting
- Prepare and present Coding Roundtable Committee report at the ArHIMA Board Meeting

December

- ArHIMA Board Meeting
- Prepare and present Coding Roundtable Committee report at the ArHIMA Board Meeting

February

- ArHIMA Board Meeting
- Prepare and present Coding Roundtable Committee report at the ArHIMA Board Meeting

March

- Prepare an annual report to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting

April

- ArHIMA Board Meeting (held before state convention)
- Prepare and present Coding Roundtable Committee report at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Present annual report at the ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting
- Take any materials for the incoming coding roundtable coordinator to the ArHIMA Leadership Meeting

Delegate

Arkansas Health Information Management Association	Policy and Procedure
DELEGATE	Revisions Approved: August 20, 2021

Term 2 years (July 1 to June 30)

Two of the five allowed delegates are the President and President-Elect. The other three 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

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- Active participation in ArHIMA and AHIMA, preferably as board or committee member.
- Experience in Health Information Management.
- Demonstrate leadership and promotes advocacy.
- Good communication and public speaking skills.
- Willing to speak out on issues with positions well thought out.
- Good listener.
- High interest level in both the state and national associations.
- Accessible by phone and email.

Desired Attributes

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

Role

- The role of the delegate is to govern the HIM profession. This is done by performing the following activities:
 - Advocates for the profession, the members, and the association.
 - Communicates and provides feedback on House activities and professional issues with the CSA leaders and membership.
 - Actively recruiting members and students.

- As outlined in AHIMA Bylaws:
 - Approve the standards governing the profession.
 - Elect the members of the AHIMA Nominating Committee, except the Chair and appointed members.
 - Elects the Speaker-Elect of the AHIMA HoD.
 - Vets professional practice content.
 - Conducts environmental scanning.
 - Contributes or recommends action on issues affecting the HIM profession.
 - Votes on important matters pertaining to the House.
 - Seeks feedback and informs the membership on AHIMA and House activities.
 - Provides input on gaps in AHIMA programs, services, and areas of HIM research and innovation.
 - Participates in CSA and/or local meetings and Board meetings and House Meeting.
 - Facilitates the voice of the member.

Responsibilities

- Attend all Executive Board meetings.
- Ensure that the AHIMA member profile is updated to include a current email address.
- Submit a report to the ArHIMA Executive Board on meetings attended/issues on the Access Community.
- Participate on Access at least weekly by reading all discussions, posting discussion comments, and reading newly posted resources.
- Attend all House of Delegates meetings which occur approximately once per month and are recorded for those who are unable to attend all live meetings.
- 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.
- 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

- 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 will be based on the schedule.
- Meals to be paid per the following per diem rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Mileage will be paid to all board meetings at the rate approved by the Executive Board.

Timeline for Delegate

June

- ArHIMA Leadership Meeting

July

- AHIMA Leadership Symposium
- Create Leadership Symposium report to be presented at the next board meeting
- Online Delegate meeting – Delegate Orientation and Onboarding
- Check Access Community weekly

August

- ArHIMA Board Meeting
- Present Leadership Symposium report at the ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- Online Delegate meeting – Annual House Meeting Preparation
- Check Access Community weekly

September

- Online Delegate meeting – Annual House Meeting Platform Training
- AHIMA House of Delegates meeting
- Create a House of Delegate report to be presented at the next board meeting
- Check Access Community weekly

October

- ArHIMA Board Meeting
- Present House of Delegate report at the ArHIMA Board Meeting
- Online Delegate meeting
- Check Access Community weekly

November

- Online Delegate meeting
- Check Access Community weekly

December

- ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- Online Delegate meeting
- Check Access Community weekly

January

- Online Delegate meeting

February

- ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting

- Online Delegate meeting
- Check Access Community weekly

March

- Check Access Community weekly
- Online Delegate meeting
- Create an annual Delegate report to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting

April

- ArHIMA Board Meeting
- Create and present Delegate report at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Present annual Delegate report at the ArHIMA Annual Business Meeting
- Online Delegate meeting
- Check Access Community weekly
- Review P&P for updates

May

- Online Delegate meeting
- Check Access Community weekly

June

- ArHIMA Leadership Meeting
- Check Access Community weekly

Executive Board

Arkansas Health Information Management Association	Policy and Procedure
EXECUTIVE BOARD	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

Composition

- 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 meeting, 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 by the President to all members. Report from each committee chair and each delegate should be sent to the President at least one week prior to the meeting date.
- The Executive Board shall maintain Parliamentary procedures as outlined in Robert's Rules of Order, latest edition, and this Procedure Manual will be followed at all times.
- The Executive Board shall extend an invitation to committee chairs to attend all Executive Board meetings due to the responsibilities and involvement of each Chair of all Committees. Any ArHIMA member may attend Executive Board meetings for the purpose of discussion, but only executive Board members 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.
- The Executive Board shall, upon recommendations of the Professional Development Committee, makes the final decision on education programs including the number of meetings, type, location, dates, etc.
- The Executive Board shall approve 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 an 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 and submit to the appropriate person(s) at AHIMA.
 - Solicit ArHIMA members to write letters of support for the candidate.

Timeline for Executive Board

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting

October

- ArHIMA Board Meeting

December

- ArHIMA Board Meeting

February

- ArHIMA Board Meeting
- Select ArHIMA Scholarship Recipients
- Approve budget for the upcoming year
- Approve convention arrangements
- Approve program for the convention
- Select Distinguished Member, Living Legacy, Outstanding Professional Practice Experience (PPE) Site, Student of the Year, and Volunteer of the Year Award Recipients

April

- ArHIMA Board Meeting (held before state convention)
- ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting

Legislative Committee

Arkansas Health Information Management Association	Policy and Procedure
LEGISLATIVE COMMITTEE	Revisions Approved: August 20, 2021

Term 1 year (July 1 to June 30)

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

Desired Attributes

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates 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 professionals up 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 the 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 the Legislative representative conducts a workshop for membership and requires overnight lodging.

Timeline for Legislative Committee

June

- ArHIMA Leadership Meeting

August

- Contact AHA to receive AHA Legislative Newsletter
- ArHIMA Board Meeting
- Prepare and present Legislative report at the ArHIMA Board Meeting

October

- ArHIMA Board Meeting
- Prepare and present Legislative report at the ArHIMA Board Meeting

December

- ArHIMA Board Meeting
- Prepare and present Legislative report at the ArHIMA Board Meeting

February

- ArHIMA Board Meeting
- Prepare and present Legislative report at the ArHIMA Board Meeting

March

- Prepare annual Legislative report to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting

April

- ArHIMA Board Meeting (held before state convention)
- Prepare and present Legislative report at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Present annual Legislative report at the ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting
- Take any materials for the incoming legislative chairperson to the ArHIMA Leadership Meeting

Marketing/Public Relations Committee

Arkansas Health Information Management Association	Policy and Procedure
MARKETING/PUBLIC RELATIONS COMMITTEE	Revisions Approved: August 20, 2021

Term 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 how to act on matters vital to ArHIMA and AHIMA.
- Presents a professional image and has high ethical standards.
- Ability to develop and design marketing materials.

Responsibilities

General

- Submit a report to the President at least one week prior to each Board meeting.
- Submit an annual report to include income and expenses.
- Coordinate with the Professional Development and Program Committee chairs to aid in any Marketing/Publicity capacity.
- Submit announcement of the new President and President-Elect in his/her respective hometown newspapers and the ArHIMA website.
- Provide publicity of all educational meetings, i.e., workshops, seminars, etc. of the Arkansas Health Information Management Association.
- 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.
- Assist the Central Office Coordinator in appointing someone to oversee ArHIMA's social media sites (Facebook, LinkedIn, Twitter, etc.). If someone is not appointed, he/she will be responsible for posting ArHIMA related information such as continuing education, convention, and association news. He/She will also be responsible for identifying inappropriate content and removing it when deemed necessary.

- Coordinate with the incoming President in contacting all new officers for the purpose of obtaining pictures to be published on the website and local newspapers.
- Contact the Governor of Arkansas to proclaim the week of the 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 the annual convention, to these publications.
- Promote Health Information Professionals week.
- Serve as custodian of ArHIMA camera, taking pictures at the convention and other ArHIMA sponsored events. Use proper care and maintenance and pass the camera on to the next Marketing/Public Relations Chairperson at the ArHIMA Leadership meeting in June.
- All pictures will be uploaded to ArHIMA’s Dropbox after a meeting or event has occurred. The marketing chair will need to collaborate with the Central Office Coordinator regarding Dropbox usage. All pictures need to be uploaded before passing the camera on to the next committee chair.
- Send a 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 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 the 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/Public Relations Committee

June

- ArHIMA Leadership Meeting
- Obtain photos for incoming officers, committee chairs, and delegates to be published on the website and in local newspapers

July

- Post new board, committee chairs, and delegates to ArHIMA website
- Submit announcement of the new President and President-Elect in his/her respective hometown newspapers
- Post continuing education and association news to ArHIMA website
- Appoint someone to oversee social media sites (Facebook, LinkedIn, Twitter, etc.)

August

- ArHIMA Board Meeting
- Prepare and present Marketing/Public Relations report at the ArHIMA Board Meeting
- Post continuing education and association news to ArHIMA website
- Confirm social media sites are being maintained
- Contact the Governor of Arkansas to proclaim the week of the Annual National Convention as “Arkansas Health Information and Technology week”

September

- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained
- Obtain a membership list from the Central Office of all members who are credential only and send a letter of invitation

October

- ArHIMA Board Meeting
- Prepare and present Marketing/Public Relations report at the ArHIMA Board Meeting
- Post continuing education and association news to ArHIMA website
- Confirm social media sites are being maintained

November

- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained

December

- ArHIMA Board Meeting
- Prepare and present Marketing/Public Relations report at the ArHIMA Board Meeting
- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained

January

- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained
- Place state convention dates in JAHIMA, For the Record, Advance, and any other Health Information Management related publication
- Solicit donations for ArHIMA Silent Auction

February

- ArHIMA Board Meeting
- Prepare and present Marketing/Public Relations report at the ArHIMA Board Meeting
- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained
- Solicit donations for ArHIMA Silent Auction

March

- Prepare annual Marketing/Public Relations report to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting
- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained
- Solicit donations for ArHIMA Silent Auction

April

- ArHIMA Board Meeting (held before state convention)
- Prepare and present Marketing/Public Relations report at the ArHIMA Board Meeting
- ArHIMA Annual Business Meeting
- Prepare and present annual Marketing/Public Relations report at the ArHIMA Annual Business Meeting
- Review P&P for updates
- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained
- Promote National Health Information Professionals (HIP) Week
- Send a communication to all Arkansas Hospital Chief Executive Officers, promoting HIP week for their health information employees
- Solicit donations for ArHIMA Silent Auction
- Display Silent Auction items at the annual convention allowing membership to bid on the items
- Distribute Silent Auction items to the highest bidder and collect the money

May

- Post continuing education, association news, and convention information to the ArHIMA website
- Confirm social media sites are being maintained
- Upload pictures to ArHIMA Dropbox

June

- ArHIMA Leadership Meeting

- Take any materials for the incoming Marketing/Public Relations chairperson to the ArHIMA Leadership Meeting, to include Silent Auction clipboards and association camera
- Post continuing education and association news to ArHIMA website
- Confirm social media sites are being maintained

Nominating Committee

Arkansas Health Information Management Association	Policy and Procedure
NOMINATING COMMITTEE	Revisions Approved: August 20, 2021

Term 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

- Knowledge and understanding of ArHIMA procedures, 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 will be included on the ballot as nominees and elected by the active members 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 a minimum of two (preferably three) nominees for each position.
- 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 submit a photo and complete autobiographical information online through AHIMA's Voting Center.
- 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 electronic ballot of the active members in good standing. A plurality vote shall elect the nominee for a period of 2 years. 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.
- 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 the internet and email
- Qualifications for ArHIMA Office: Secretary
 - Good writing skills
 - Well organized
 - Experience in taking minutes
 - Can meet deadlines and 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
- 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 the internet and email
- The Chairperson will present a written report to be presented at the February Board Meeting.
- The Central Office Coordinator shall be responsible for the publication and distribution of the ballot.
- Election information to be sent to all active members should include any special instructions for completing and returning the ballots on time and the deadline date (established by the Executive Board) shall be clearly stated and plainly visible.
- The published slate of nominees and ballots will 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

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting

October

- ArHIMA Board Meeting

December

- ArHIMA Board Meeting
- Develop a list of members willing to have their names placed on the ballot to be presented at the February Board Meeting

February

- ArHIMA Board Meeting
- Present ballot for approval at the ArHIMA Board Meeting

March

- Prepare annual Nominating committee report to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting

April

- ArHIMA Board Meeting (held before state convention)
- ArHIMA Annual Business Meeting
- Present annual Nominating committee report at the ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting

Professional Development Committee

Arkansas Health Information Management Association	Policy and Procedure
PROFESSIONAL DEVELOPMENT COMMITTEE	Revisions Approved: August 20, 2021

Term 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 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 of interest or need in Arkansas health care facilities (“health care facilities” being interpreted to mean short 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 an 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 the government or other agencies. It is permissible for such programs to deal with specialized esoteric interests. When such opportunities exist, 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 the appropriate statement.
- The Chairperson of the Professional Development Committee shall:
 - Be responsible for notifying the membership of programs available.
 - Submit all expenses to the Treasurer for educational programs completed.
 - Acknowledge all speakers and committee members participating in the program with follow-up thank you notes.
 - Submit an annual report as to the total number of CE hours offered through ArHIMA.
 - Submit a written report at all Executive Board meetings and submit a written report annually for review at 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.
 - In setting up meetings, provide registration rates in the categories of "members", "nonmembers", 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

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting
- Prepare and present Professional Development report at the ArHIMA Board Meeting to include an update of educational sessions scheduled

October

- ArHIMA Board Meeting
- Prepare and present Professional Development report at the ArHIMA Board Meeting to include an update of educational sessions scheduled

December

- ArHIMA Board Meeting
- Prepare and present Professional Development report at the ArHIMA Board Meeting to include an update of educational sessions scheduled

February

- ArHIMA Board Meeting
- Prepare and present Professional Development report at the ArHIMA Board Meeting to include an update of educational sessions scheduled

March

- Prepare annual Professional Development report to include the educational sessions and total number of CE hours offered to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting

April

- ArHIMA Board Meeting (held before state convention)
- Prepare and present Professional Development report at the ArHIMA Board Meeting to include an update of educational sessions scheduled
- ArHIMA Annual Business Meeting
- Present annual Professional Development report at the ArHIMA Annual Business Meeting
- Review P&P for updates

June

- ArHIMA Leadership Meeting
- Take any materials for the incoming Professional Development chairperson to the ArHIMA Leadership Meeting

Program Committee

Arkansas Health Information Management Association	Policy and Procedure
PROGRAM COMMITTEE	Revisions Approved: August 20, 2021

Term 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 and with the marketing chairman for publicity.

Desired Attributes

- Knowledge and understanding of ArHIMA procedures, the profession, and the industry.
- The ability to make and take suggestions and criticisms.
- Open minded, able to discuss with members and other delegates 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 the 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 are 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 the presenter, forwarding a copy to the Arrangements Committee and Program Committee Chairpersons.
 - 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 to be 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 cost. 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 the meeting (Article VI, Section 2). An announcement of the annual program serves as the official call to the meeting.
- See that publicity is given concerning the meeting (i.e., email blasts, postcard reminders, etc.). Coordinate with the Marketing chairperson to post information on the website.
- 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 submit a written committee report to the Executive Board meeting held at the end of each year to include the 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 submitted.
- 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.

Timeline for Program Committee

June

- ArHIMA Leadership Meeting

August

- ArHIMA Board Meeting
- Work with Executive Board and Arrangements committee to determine an appropriate program and convention theme

October

- ArHIMA Board Meeting

December

- ArHIMA Board Meeting
- Present working copy of Program at the ArHIMA Board Meeting

February

- ArHIMA Board Meeting
- Present final Program for board approval at the ArHIMA Board Meeting

March

- Prepare annual Program report to include the educational sessions and total number of CE hours offered for the convention to be included in the Annual Business Meeting packet and to be presented at the Annual Business Meeting

April

- ArHIMA Board Meeting (held before state convention)
- Prepare and present Program committee report at the ArHIMA Board Meeting to include an update of educational sessions scheduled and the total number of CE hours offered
- ArHIMA Annual Business Meeting
- Present annual Program committee report at the ArHIMA Annual Business Meeting
- Review P&P for updates
- Send 'Thank You' notes to speakers
- Prepare a report with a financial summary to be reported at the next board meeting

June

- ArHIMA Leadership Meeting
- Take any materials for the incoming Program chairperson to the ArHIMA Leadership Meeting

Annual Convention Registration

Arkansas Health Information Management Association	Policy and Procedure
ANNUAL CONVENTION REGISTRATION	Revisions Approved: August 20, 2021

Registration will be completed online through the platform used by the website company contracted by the Association.

Awards

Arkansas Health Information Management Association	Policy and Procedure
AWARDS	Revisions Approved: August 20, 2021

ArHIMA recognizes the outstanding accomplishments and dedication of members in the following areas:

- Distinguished Member
- Living Legacy
- Outstanding Professional Practice Experience (PPE) Site
- Student of the Year
- Volunteer of the Year

Recipients of the awards are kept confidential until announced at the annual convention by the President and awarded with a gift of recognition.

Awards Nomination Forms

Arkansas Health Information Management Association	Policy and Procedure
AWARDS NOMINATION FORMS	Revisions Approved: August 20, 2021

The online nomination form for the Distinguished Member, Living Legacy, Student of the Year, and Volunteer of the Year Awards is located:

- <https://www.surveygizmo.com/s3/4439469/arhimaaward>

The online nomination form for the Outstanding Professional Practice Experience (PPE) Site Award is located:

- <https://www.arhima.org/members/awards/outstanding-ppe-site-award-nomination-form/>

Communications

Arkansas Health Information Management Association	Policy and Procedure
COMMUNICATIONS	Revisions Approved: August 20, 2021

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

Association Website - www.arhima.org

KnowledgeConnex is the current hosting site with the Marketing/Public Relations Chairperson being responsible for assuring information on the website as 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

E-Blasts

These emails to association members are coordinated by the Central Office Coordinator or the Marketing/Public Relations Chairperson. E-blasts include, but are not limited to:

- Notification of educational programs
- Call for ballot nominations
- Call for nominations of Living Legacy, Distinguished Member, Volunteer of the Year, Student of the Year, and Outstanding Professional Practice Experience (PPE) Site Awards
- Notification of time-sensitive events and other information of importance to the association members

Social Media

The Central Office Coordinator will maintain administrative control over ArHIMA's social media sites (Facebook, LinkedIn, Twitter, etc.). He/She will work with the Marketing/Public Relations Chairperson to appoint someone to oversee the sites. Administrative privileges will be granted by the Central Office Coordinator per board recommendations. The social media appointee will be responsible for posting ArHIMA related information such as continuing education, convention, and association news. They will also be responsible for identifying inappropriate content and removing it when deemed necessary.

Conduct During Annual Business Meeting

Arkansas Health Information Management Association	Policy and Procedure
CONDUCT DURING ANNUAL BUSINESS MEETING	Revisions Approved: August 20, 2021

Guidelines to follow during Annual Business Meeting

- 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.
- The member speaking in debate shall indicate whether he/she is speaking for or against the motion.
- Members may not speak a second time on the same question if one who has not spoken asks for the floor, and nonmember shall speak more than twice on the same question except by a two-thirds vote.
- Debate shall be limited to two minutes for each speaker.
- 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.
- Voice vote shall be taken on all business that is not of a controversial nature.
- 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.
- 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

- 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.

Distinguished Member Award

Arkansas Health Information Management Association	Policy and Procedure
DISTINGUISHED MEMBER AWARD	Revisions Approved: August 20, 2021

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 acknowledgment of significant achievement on the part of the ArHIMA member by the Arkansas Health Information Management Association. Selection of the recipient will be made by a vote of the ArHIMA Executive Board from among those nominated in a closed executive session. The recipient of the Distinguished Member Award is kept confidential until announced at the annual convention by the President and will be presented a gift of recognition.

Criteria for the Distinguished Member Award

- Nominee should be an active member of the Arkansas Health Information Management Association
- Nominee may be cited for activities that did one (or all) of the following:
 - Brought recognition to the health information management profession
 - Contributed to the health information management profession's body of knowledge
 - Exemplified exceptional or outstanding service to the Arkansas Health Information Management Association
- Any member in good standing of ArHIMA may nominate eligible individuals
- Deadline for nominations is February 1st

Election Ballot

Arkansas Health Information Management Association	Policy and Procedure
ELECTION BALLOT	Revisions Approved: August 20, 2021

Guidelines for developing the Election Ballot

- Election ballots are created via the AHIMA website by the Central Office Coordinator.
- The chair of the Nominating Committee will inform the Central Office Coordinator of the names to be placed on the ballot.
- The Central Office Coordinator will send email to candidates to inform them where to upload requested ballot information.
- Central Office Coordinator will issue e-blasts to advise membership when the elections will open and close.
- An additional email to the membership will be sent during the voting timeframe 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)
 - 4 - Delegate Candidates (vote for one or two depending on the outgoing number)

Expense Reporting

Arkansas Health Information Management Association	Policy and Procedure
EXPENSE REPORTING	Revisions Approved: August 20, 2021

Guidelines for submitting expenses

- All requests for reimbursement shall be submitted to the Treasurer within 30 days of expenditure.
- If expenses are submitted late, the person submitting should give reasoning behind late submission, including extenuating circumstances. The Executive Board will have final approval authority for late submission. Decision will be made within 10 business days.
- The expense report form is located at <https://www.arhima.org/about-us/expense-form/>.
- Person submitting expense form should complete the form, sign, and submit to the Treasurer with instructions as listed on the form.
- A copy of receipts *must* accompany the expense form to ensure prompt reimbursement.
- If there are questions related to how to categorize expenses, contact the Treasurer for assistance.

Fees and Refunds

Arkansas Health Information Management Association	Policy and Procedure
FEES AND REFUNDS	Revisions Approved: August 20, 2021

Annual Convention Fees

- Non credentialed student members of AHIMA will receive a reduced fee that will be determined each year. This expense will pay for luncheon ticket 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, President Elect, Meeting Arrangements Chair, and Vendor Arrangements Chair (if a complimentary room is not provided)
- Two (2) nights lodging during the convention will be provided for
 - Program Committee Chair

Convention Vendor Booths

- Booth space rental includes a single booth with pipe and drape. Electricity, Internet connectivity, etc. may be charged separately.
- Booths are provided free of charge to each of the schools with AHIMA accredited HIT/HIM programs.

Speaker Fees

- If an honorarium is necessary or requested by a qualified speaker for an ArHIMA event, 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 \$250 honorarium may be given to speakers when no other expenses are submitted.
- 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)

- Non-credentialed 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 the number of attendees permitted, if there is a 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 the 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 the 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.

Installation of Officers - Example 1

Arkansas Health Information Management Association	Policy and Procedure
INSTALLATION OF OFFICERS - EXAMPLE 1	Revisions Approved: August 20, 2021

Following is a 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.

True leaders are regarded as instruments of service. Leaders have committed to a trust that is larger than themselves and accepts 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 the 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 a 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.

Installation of Officers - Example 2

Arkansas Health Information Management Association	Policy and Procedure
INSTALLATION OF OFFICERS - EXAMPLE 2	Revisions Approved: August 20, 2021

Following is a 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 the 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 the senior member of the Executive Board and provide advice and assistance to the president and Executive Board. The second-year director is: ANNOUNCE NAME

Living Legacy Award

Arkansas Health Information Management Association	Policy and Procedure
LIVING LEGACY AWARD	Revisions Approved: August 20, 2021

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. Selection of the recipient will be made by a vote of the ArHIMA Executive Board from among those nominated in a closed executive session. The recipient of the Living Legacy Award is kept confidential until announced at the annual convention by the President and will be presented a gift of recognition.

Criteria for the Living Legacy Award

- Member of AHIMA for a minimum of 20 years
- Outstanding service as an officer or committee chair
- Foster enthusiasm for the profession
- 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
- Provide ongoing, long-term career guidance to one or more HIM professionals
- Record of motivating talented people to enter the HIM profession
- Deadline for nominations is February 1st

Outstanding Professional Practice Experience (PPE) Site Award

Arkansas Health Information Management Association	Policy and Procedure
OUTSTANDING PROFESSIONAL PRACTICE EXPERIENCE (PPE) SITE AWARD	Revisions Approved: August 20, 2021

Purpose

The Outstanding Professional Practice Experience Site Award was established to recognize health care facilities that have committed to the future of the HIM Profession by accepting HIT/HIA students for professional practice experiences (PPE). Arkansas HIT/HIA programs can nominate a health care facility that has demonstrated commitment by offering students quality professional practice experiences. The recipient of the Outstanding Professional Practice Experience Site Award is kept confidential until announced at the annual convention by the President and will be awarded with a gift of recognition.

Criteria for Outstanding PPE Site Award

- Nomination must be made by a CAHIIM accredited school (HIT/HIA) in Arkansas
- PPE Site must be in Arkansas
- Nomination must be thorough and describe types of experiences/projects provided by the PPE Site that makes it “outstanding”
- PPE Site must routinely complete evaluation forms on students
- Student testimonial(s) - up to three allowed
- Deadline for nominations is **March 15th**

Parliamentary Procedures

Arkansas Health Information Management Association	Policy and Procedure
PARLIAMENTARY PROCEDURES	Revisions Approved: August 20, 2021

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:

- The right of the majority to decide
- The right of the minority to be heard
- The right of absentees to be protected

Further, parliamentary law expedites business and ensures 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, 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.

Scholarships

Arkansas Health Information Management Association	Policy and Procedure
SCHOLARSHIPS	Revisions Approved: August 20, 2021

ArHIMA Board Scholarships

The ArHIMA Board of Directors award three scholarships each year at the annual convention. These include:

- Faye Arnold Scholarship awarded to a student enrolled in a CAHIIM-accredited associates degree program
- Martha Wilber's Scholarship awarded to a student enrolled in a CAHIIM-accredited bachelor's degree program
- Graduate Scholarship awarded to a student enrolled in a graduate program that is related to the health information/informatics profession

Silent Auction Scholarships

Silent Auctions are held at the state convention with 100% of the proceeds given as scholarships to qualifying students pursuing a health information degree enrolled in a two-year, four-year, or graduate program.

Guidelines for ArHIMA Board Scholarships and Silent Auction Scholarships

- Scholarship applications shall be submitted to the Central Office of the Arkansas Health Information Management Association by February 1st
- The Central Office Coordinator will forward copies to the President
- The Executive Board will review copies of these applications at the February board meeting in a closed executive session
- 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

ArHIMSS Scholarship

The Arkansas Healthcare Information and Management Systems Society (ArHIMSS) established the Blankenship, Johnson, and Wilkins Scholarship to be awarded to a student enrolled in a health information/informatics program.

Guidelines for ArHIMSS Scholarship

- Scholarship applications shall be submitted to the Central Office of the Arkansas Health Information Management Association by February 1st

- The Central Office Coordinator will forward copies to the representatives of ArHIMSS, the ArHIMA President, and/or other parties that may be selected by the ArHIMA Board
- Representatives of ArHIMSS, ArHIMA, and/or other parties that may be selected by the ArHIMA Board will review copies of the applications and make recipient recommendations
- 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

Student of the Year Award

Arkansas Health Information Management Association	Policy and Procedure
STUDENT OF THE YEAR AWARD	Revisions Approved: August 20, 2021

Purpose

The ArHIMA Student of the Year Award recognizes the best of the new talent being trained in our HIT/HIA CAHIIM Accredited programs in the state. Selection of the recipient will be made by a vote of the ArHIMA Executive Board from among those nominated in a closed executive session. The recipient of the Student of the Year Award is kept confidential until announced at the annual convention by the President and will be presented a gift of recognition.

Criteria for Student of the Year Award

- Minimum of 3.5 average GPA
- Student activities involvement (e.g., participation in or initiation of student HIM projects, volunteers)
- Proven leader in their current class (e.g., holds office in a student organization)
- Attendance at ArHIMA event(s)
- Deadline for nominations is February 1st

Volunteer of the Year Award

Arkansas Health Information Management Association	Policy and Procedure
VOLUNTEER OF THE YEAR AWARD	Revisions Approved: August 20, 2021

Purpose

The ArHIMA Volunteer of the Year Award has been established to recognize those members who have devoted extraordinary time to the HIM profession through volunteering at the state and local levels in Arkansas. Selection of the recipient will be made by a vote of the ArHIMA Executive Board from among those nominated in a closed executive session. The recipient of the Volunteer of the Year Award is kept confidential until announced at the annual convention by the President and will be presented a gift of recognition.

Criteria for the Volunteer of the Year Award

- More than 5+ years in the HIM field
- Active participation in ArHIMA (e.g., committees, board member, event leader, or speaker)
- More than 3 years of consecutive services (participation in items noted above)
- Demonstrated outstanding outcomes related to required responsibilities
- Deadline for nominations is February 1st