

## **MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION**

**POSITION:** Awards Committee Chairperson (Past-President)

**TERM:** Two years, extendible.

### **COMPOSITION:**

The Awards Committee shall be made up of the President-elect; the President; the Past President; the Secretary-Treasurer; and three Board Members. There shall be no ex-officio members. No other persons may be present for discussion or vote.

### **GENERAL GUIDELINES:**

1. **ORIENTATION:** Each member will familiarize him/herself with the Awards Committee Policy and Procedure. Each member will individually and privately examine and evaluate each nomination form.
2. **SOURCE OF NOMINATIONS:** To be eligible for the award, the individual chosen must be an active member in good standing of AHIMA.
3. **HOLDOVER NOMINATIONS:** Nominations may be held for future consideration. The Awards Committee may place a comment in the member's file, which would include an explanation as to why the application is being held for future consideration. Unanimous approval is necessary to hold an applicant for future consideration.

### **PAST-PRESIDENT RESPONSIBILITIES:**

1. Establish a confidential file for the committee, consisting of committee reports and nomination forms.
2. Accept nominations that are on the prescribed form (see attached forms) and screen nominations as to whether the member is in good standing with AHIMA (i.e., dues are paid, and facts regarding association activities are not misrepresented).
3. Write to or call references indicating that their name has been given as a reference and ask for comments (no follow up is to be made if references do not respond).
4. After selection of an award recipient, the Past-President shall perform the following tasks:
  - a. Notify the member in writing of his/her selection.
  - b. Notify the recipient's employer about the award and the activities associated with it.
  - c. Make arrangements for honoring the recipient at the Spring Meeting.

- d. Publicize the honoree in the MHIMA newsletter and local newspaper.

**COMMITTEE RESPONSIBILITIES:**

- 1. QUORUM  
There must be five members present in order to conduct business.
- 2. GENERAL POLICIES REGARDING NOMINEES AND RECIPIENTS:
  - A. There shall be a committee discussion of each candidate consistent with selection criteria. Discussion may occur at a scheduled meeting or via conference call.
  - B. Following discussion, each member of the committee shall indicate a YES or NO vote on a separate piece of paper; or by voice vote if teleconference is utilized.
    - i. There may be no more than one recipient in any year
    - ii. There may be no recipient of the award in a given year if the committee so chooses.
  - C. When each member has reviewed all nominations and votes have been cast, the Chairman will announce the results regarding each candidate.
  - D. The MHIMA Past-President will maintain nomination forms and any accompanying material.
  - E. The Committee will draft a resolution honoring the recipient.

**NOMINATION GUIDELINES:**

- 1. PREPARATION OF NOMINATION FORM:
  - A. The information furnished on the nomination form is the only information about the candidate available to the Awards Committee.
  - B. It is necessary to complete the nomination form in detail.
  - C. Additional pages may be appended if necessary.
  - D. A group of individuals nominating a candidate may choose to provide all the information requested on the nomination form without informing the nominees that they are proposing him/her.
  - E. All the data necessary to adequately describe their candidate's achievements for evaluation by the Awards Committee must be provided.
  - F. More than likely, the better choice will be to tell the candidate what they propose to do and obtain from him/her all of the information available.
- 2. DEADLINE:  
Deadline for submission of nominations is March 1. All nominations must be to the Past-President on that date to be considered by the Spring Meeting.
- 3. CRITERIA FOR SELECTION

- A. Association activities on the local/state/regional/national/international levels such as offices held, committees chaired or served as a member; participation in local/state/regional/national meetings; service as MHIMA delegate to the AHIMA House of Delegates; representation of AHIMA or MHIMA at activities of medical or allied health organization.
- B. Published articles and/or books.
- C. Health Information Management profession teaching (conducting workshops, coordinating, lecturing, instructing, specialized workshops, institutes, seminars at the local/state/national level).
- D. Contributions to other instructional programs in HIM or management fields (adult education, in-service training programs, seminars at the local/state/national level).
- E. Other contributions to the profession not classifiable elsewhere (innovations, ingenious and imaginative administration, management, retrieval techniques, in-service training programs, etc.).
- F. Status as to continuing education credits earned.

***HONORING OF MHIMA AWARD RECIPIENT:***

1. A commemorative award on which the name of the recipient and the date of award is engraved shall be given to the recipient.
2. A display containing a recent blown photograph of the recipient and a copy of the resolution will be at a prominent location near the registration area at the Spring Meeting.
3. The reading of the resolution and formal presentation of the award will be made by the MHIMA President at the Spring Meeting.
4. A copy of the resolution will be given to the recipient of the award.

All Board agendas will be consent agendas. All information to be approved is to be reviewed in advance, and all questions clarified with the board/committee if necessary. It is recommended that all committee chairs participate in each conference call.