

## **MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION**

**POSITION:** Board of Directors

**TERMS:**

President 2 years  
President-Elect 2 years  
Past President 2 years  
Secretary/Treasurer 2 years  
Board Director 4 years rotating off in scattered cycles

**PURPOSE:**

The primary responsibilities of the MHIMA Board of Directors are to set the goals of the association and guide its direction to meet them. Election to the Board of Directors is a special trust and its members are expected to meet higher standards of personal conduct on behalf of MHIMA and AHIMA. All Board members have a legal responsibility to act reasonably, prudently, and in the best interest of MHIMA avoiding fraud, willful ignorance and negligence, and intentional wrongdoing in the performance of its duties done in good faith. Expected conduct includes:

1. Duty of Care – uses best judgment and exercises reasonable caution when making decisions
2. Duty of Loyalty – puts personal and professional interests aside for the good of MHIMA.
3. Duty of Obedience – is true to MHIMA's and AHIMA's missions and follows all laws and regulations that apply to its non-profit status.

**COMPOSITION & QUALIFICATIONS:**

The membership of the Board includes the President, President-Elect, Past President, Secretary/Treasurer, and three Directors.

1. Active member of AHIMA.
2. Understanding of AHIMA, the HIM profession and the healthcare industry.
3. Experience in HIM.
4. Demonstrated leadership.
5. Access to e-mail and the internet.

**GENERAL RESPONSIBILITIES:**

1. Creates and oversees implementation of an annual strategic plan in line with AHIMA.
2. Evaluates existing and proposed programs and activities to ensure they are consistent with MHIMA and AHIMA.
3. Oversees the implementation of actions taken at the House of Delegates.
4. Communicates with MHIMA members and solicits feedback while supporting an atmosphere where all members can actively participate.
5. Suggests possible nominees for the Board, committees, task forces and recognition awards.
6. Prepares for and participates in board, committee, and other meetings and conference calls.
7. Commits time to attend board meetings, conference calls, and strategic planning session, per MHIMA policy. Understands that the time commitment may vary depending on the project being overseen.

8. Completes environmental scanning, seeks information about trends affecting MHIMA and informs the President, as necessary.
9. Is fully accountable to its members and the public served, considers external experts on matters of great importance, as necessary.
10. Upholds the legal and ethical integrity of MHIMA.
11. Maintains confidentiality of executive sessions and speaks for the MHIMA Board only when approved to do so.
12. Abides by all MHIMA policies and procedures.
13. Avoids conflicts of interest and serves MHIMA as a whole rather than any special interest group or personal agenda, including expressing opinions and other actions.
14. Regularly contacts committee chairs as their liaison and reviews chair functions, expectations, and progress on projects and assignments.
15. Reviews meeting agendas and committee chair reports in advance. Follows up with the Board and chairs prior to the meeting to clarify any questions, if necessary. All board agendas will be consent agendas.

***LIAISON ROLE:***

1. Promotes and encourages volunteering for MHIMA and mentors future MHIMA leaders.
2. Serves as a liaison from the Board of Directors to committees, task forces, other organizations and special projects.

***FIDUCIARY RESPONSIBILITIES:***

1. Exercises good judgment with the control, transfer and investment of MHIMA funds.
2. Monitors the financial and operational performance of MHIMA.
3. Participates in the budgeting process and monitors it routinely.
4. Understands IRS tax concerns related to MHIMA's not-for-profit status.
5. Considers the financial impact of recommendations and decisions while ensuring there are adequate resources through long-range planning.
6. Adheres to expense and budget guidelines and reporting procedures.