

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: Fall Meeting Chairperson

TERM: Two Years

DUTIES:

1. Attend the MHA (An Association of Montana Health Care Providers) planning session.
2. Prepare a list of topics and speakers based on MHIMA membership input prior to the planning session.
3. Reserve a time, arrange a meeting room, and plan for meals/snacks (depending on time of meetings) for the MHIMA board meeting and business meeting through the MHA planner. Be informed of budgeted items.
4. Notify MHIMA members of the fall meeting dates, agenda, and registration via the August edition of the MHIMA newsletter.
5. Inform MHIMA members that they may attend as an MHIMA member if their hospital or organization is not attending. MHIMA will pay the base facility fee while members must pay the individual registration and bonus session fees.
6. Determine AV needs of speakers and inform MHA.
7. Arrange for an MHIMA member to introduce MHIMA speakers.
8. Maintain contact with the MHIMA President concerning the fall meeting agenda. Prepare a report to be given at the MHIMA board meetings and business meetings.
9. Coordinate with MHA and arrange for an honorarium to the FORE Foundation on behalf of any speakers who do not charge a speaker fee.
10. Complete the MHA Society Report for MHIMA in August & submit electronically.
11. Review, approve & submit the final MHA invoice to the Secretary/Treasurer within 30 days of receipt.
12. Request in writing the MHA speaker grant in October.
13. Committee reports are submitted in writing one week prior to the requested deadline.
14. Purge files of unnecessary material and transfer to successor. Review and revise this Committee Chair description at the end of term and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual.
15. 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.

16. It is recommended that committee chairs participate in conference calls.

Revised 09/05