

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: President

TERM: Two years

GENERAL RESPONSIBILITIES:

1. Provides leadership of MHIMA, representing membership at the AHIMA House of Delegates.
2. Serves as the chair of the MHIMA Board of Directors.
3. Plans, attends, and directs the Board meetings, Board conference calls, and business meetings including but not limited to Spring Meeting, Strategic Planning Session, and Fall Meeting.
4. Attends AHIMA meetings as an MHIMA representative including but not limited to:
 - a. Summer Team Talks and Leadership Conference held in Chicago in July each year;
 - b. National convention as a delegate for MHIMA;
 - c. Winter Team Talks; and
 - d. Other meetings, as requested.
5. Appoint Committee Chairs and Liaisons as needed:
 - a. Appoint chairpersons and liaisons for the following standing committees:
 - i. Bylaws
 - ii. Coding Roundtable
 - iii. Education
 - iv. Nominating (as per the bylaws, the president-elect appoints this chair generally the person receiving the most votes)
 - v. Fall meeting (usually held by the President-Elect)
 - vi. Spring meeting
 - vii. Marketing
 - viii. Communities of Practice Facilitator
 - ix. Advocacy
 - x. Community Education Campaign
 - xi. e-HIM
 - xii. Awards
 - b. Create orientation packets for new board members and chairs and provide at the Spring Meeting, prior to their taking office on July 1. Packets to include current policies & procedures, contact lists, organizational chart, job descriptions. Invite new board members and chairs to participate in the board meeting as part of their orientation at the Spring Meeting.
 - c. Inform AHIMA of the roster of Board and Committee Chairs as requested by AHIMA each June.
 - d. Notify MHA – An association of Health Care Providers of all officers' and committee chairpersons' names, addresses and phone numbers, when requested.
 - e. Notifies members and all board members of committee chairperson appointments and post their names and contact information on the website. Maintain updated information for the website, newsletter, and MT CoP.
6. As per MHIMA bylaws, after an election of officers, notifies all nominees of the results of the election, *or* delegate this duty to the Chairperson of the Nominating Committee.

7. Schedules MHIMA strategic planning session each year after AHIMA Leadership and Summer Team Talks to establish strategic plan.
8. Prepares agendas for the MHIMA board and business meetings. Two weeks prior to meetings or calls, notify committee chairpersons and board members and request a written report from the chairperson to be submitted one week prior to the meeting or call. All board agendas will be consent agendas. All information to be approved is to be reviewed by the Board in advance and all questions clarified with the board/committee, if necessary.
9. Works with the Board Directors to help Committee Chairpersons prepare for meetings and meet strategic plan goals.
10. Answers all correspondence or delegate to a Board member or appropriate committee chair.
11. Writes the "President's Message" for each newsletter.
12. Maintain constant communication regarding the business of MHIMA with the President-Elect.
13. Serves as a liaison between MHIMA and other professional associations, such as MHA, HFMA, and AAPC.
14. Sends thank you letters to all outgoing board directors and committee chairs at the end of their term and if appropriate, to their employers. (Optional - If appropriate, provide an appreciation gift for board directors and committee chairs who served with you during your term.)
15. Maintains the MHIMA's Past Presidents list and forward updates to the President-Elect and Secretary/Treasurer at the end of the term.
16. Reviews all policies and procedures annually and make updates as appropriate. Submit changes to the Secretary/Treasurer for posting to the MHIMA CoP. Major revisions to any policy or new policies require board approval.
17. Purges MHIMA manuals and files of unnecessary material and transfers to successor. Review and revise this job description at the end of term and submit changes to the MHIMA Secretary/Treasurer & President-Elect.

Reviewed: 06/07