

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: President-Elect

TERM: Two years

GENERAL RESPONSIBILITIES:

1. Assume duties of the President after two years as President-Elect.
2. Replace the President if he/she is unable to perform the duties of President during their term of office.
3. Serve on the Board of Directors.
4. Serve as the Fall Meeting Chairperson in conjunction with MHA.
5. Appoint a chairperson to the Nominating Committee which is generally the committee member receiving the most votes.
6. Serve as a liaison to the editor of the MHIMA newsletter "Big Sky Connection."
7. Attend MHIMA Board meetings, conference calls, and spring and fall meetings.
8. Attend AHIMA summer & winter team talks and leadership conference with the President each year.
9. Attend AHIMA National Convention as the second delegate for MHIMA as long as MHIMA qualifies for two delegates to the AHIMA House of Delegates.
10. Participate in virtual House of Delegates voting representing MHIMA members.
11. Update the job descriptions for the President-Elect and Board of Directors before the end of the term of office and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual. Submit a copy to the incoming President-Elect.
12. 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.

Reviewed 09/05