

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: Secretary-Treasurer

TERM: Two years

GENERAL RESPONSIBILITIES:

1. Maintain the official record of the MHIMA, including the official signed copy of the state bylaws.
2. Have access to an updated membership roster.
3. Process official correspondence as directed by the MHIMA President and the bylaws.
4. Receive and disperse all MHIMA money and maintain records of same.
5. Keep and maintain minutes of board meetings and business meetings.
6. Prepare an annual budget to coincide with the fiscal year.

DUTIES:

1. Take minutes of MHIMA Board of Directors and membership Business meetings (mid-year, annual, and special meetings.)
2. Draft minutes and submit copies to the MHIMA President and Board Members immediately following the meeting. Provide a summary of Board meeting minutes to the CoP Facilitator for posting.
3. Maintain correspondence file. Correspondence is filed by the originator of the correspondence, or by topic, or both. Correspondence should be retained for two years.
4. Make deposits of all funds received on an ongoing basis.
5. Reimburse members incurring expenses for MHIMA per the policy.
6. President and President Elect may approve expenses less than \$500 with Board approval at the next Board meeting. Expenses greater than \$500, a simple board majority approval, at which a quorum is present, is required.
7. Submit a Treasurer's Report at Mid-year and Annual meeting of the MHIMA.
8. Provide the Board of Directors financial statements on a quarterly basis.
9. Maintain Federal Tax exempt status. This is in place and just needs to be renewed annually with the Secretary of State.
10. File 1099 tax forms for individuals paid greater than \$600 annually for services and a 1096 Form (summary of 1099's), to the IRS by 2/28. These forms and instructions are obtainable from the IRS if needed.
11. Prepare a budget outlining actual and anticipated expenses for each fiscal year.
12. Maintain a file box for canceled checks, expense vouchers, pending and completed transactions, old treasurer's notes, deposit slips, stamps, account reports, and miscellaneous items, for a retention period of 7 years.
13. Articles of incorporation should be kept permanently.
14. After the fall meeting of the MHA-An Association of Health Care Providers, prepare a check in response to the statement received from the MHA for the amount owed to MHA for the registration of MHIMA members at the meeting.

15. Read Procedure for Component State Officers for further details of the Secretary-Treasurer's duties and responsibilities.
16. Prepare a check for \$500.00 for the MHIMA Scholarship recipient and send it to the recipient's school.
17. Perform any other duties as assigned by the MHIMA President.
18. Provide to AHIMA, c/o Financial Services, no later than 9/30 each year, a report indicating the lobbying expenses incurred during the previous fiscal year ending 6/30. This information can be obtained through MHA.
19. Revise and update these procedures at the end of your term of office and submit changes to the MHIMA President for inclusion in the MHIMA Policy/Procedure manual.
20. 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 9/05