

POSITION TITLE: IHIMA Nominating Committee

PURPOSE

The Nominating Committee is responsible for recruiting qualified ballot nominees for the upcoming IHIMA Executive Board of Directors year, facilitate the voting process and report results in accordance with the IHIMA Bylaws. The Committee also solicits and reviews the nominations for IHIMA Awards, AHIMA Awards, or other awards as deemed appropriate by the Executive Board in fulfilling its oversight responsibilities with respect to IHIMA.

QUALIFICATIONS

Must be an active AHIMA/IHIMA member in good standing both at the time of the election and time of service and with AHIMA credentials. No previous board experience is needed. The Committee consists of three (3) members. Two (2) members are elected annually by the membership; one (1) member is appointed annually by the President-Elect and serves as the Chairperson.

APPOINTMENT

Assumes office as of July 1 and ends June 30 annually and serves a **one-year term**. The Nominating Committee Chair and members serve on the Executive Board during their term.

MAJOR DUTIES & RESPONSIBILITIES

- Becomes familiar with the mission and vision, goals and objectives, policies and procedures of IHIMA and AHIMA.
- Serves as a voting member of the IHIMA Executive Board.
- Utilizes nominating guidelines for candidate selection for all ballot positions as outlined in the IHIMA Bylaws.
- Identifies and recruits qualified members to serve on the IHIMA Executive Board, IHIMA Delegates to AHIMA, and Nominating Committee members.
- Solicits nominations; contacts candidates to ensure their willingness to run on the ballot.
- Gathers candidate information for the ballot and submits finalized ballot to the Executive Board for approval.
- Provides ballot for officers, delegates, and Nominating Committee members to each active member in good standing, at no later than thirty (30) days prior to the Annual Business Meeting.
- Verifies the validity of the count of ballots for the annual election of officers, delegates, and Nominating Committee members.
- Registers those attending the Annual Business Meeting and identifies those qualified to vote to expedite matters.
- Solicit nominations for AHIMA's Awards, AHIMA's offices and other positions, and AHIMA's Nominating Committee. Makes recommendations to the Executive Board for approval. Submits applications by the deadline date.
- Attends the Transitional Meeting (typically in June/July).
- Operates within established budget. Obtains Board pre-approval for unbudgeted expenses.

Committee Chairperson:

- Announces at the Annual Business Meeting the number of ballots received, number of valid ballots and the number of invalid ballots.
- Announces at the Annual Business Meeting the numbers needed for quorum and if a quorum is met.
- Solicits and reviews the nominations for the IHIMA Awards and makes recommendations to the Executive Board for approval.

CORE COMPETENCIES FOR ALL VOLUNTEERS

AHIMA has identified core competencies for all volunteers:

- **Adheres and advocates** for the AHIMA Code of Ethics, and any other appropriate codes of conduct, values honesty, integrity, and transparency.
- **Demonstrates commitment** to the mission, vision, values, and strategy of AHIMA.
- **Acts as a team player/collaborator**, works well on teams, fosters trust among group members, and adjusts behavior in order to establish relationships with teams. Motivates and desires to improve the quality of service.
- **Respects diversity and fosters inclusion** of all races, cultures, disabilities, ages, and genders equitably, with respect and sensitivity. Ensures all voices are listened to and respected.
- **Presents a positive professional image**, reflects the profession as a confident, proficient, skilled, qualified expert, and qualified authority in HI.

DESIRED ATTRIBUTES

- Recognize the importance of goals, expectations, and deadlines.
- Understanding of AHIMA, IHIMA, the profession, and the industry.
- Strong desire for advancing the HIM profession and AHIMA.
- Possesses critical and strategic thinking skills.
- Has demonstrated leadership skills in a group capacity.
- Strong written and verbal communication skills.
- Communicates with and engages members.
- Presents a professional image and has high ethical standards.

ESTIMATED TIME COMMITMENT

- Assumes responsibility at beginning of new Board year – July 1.
- Work spans September through Annual Meeting (April) during Board year.
- Estimated time commitment: 5 hours/month*.

* Additional time may be required during the ballot preparation.

* More time will be required prior to and during this event. Must be willing to travel within Indiana.

- IHIMA Executive Board Meetings; the Board meets at least five (5) times in the fiscal year, either in-person or virtually. Schedule to be determined by the IHIMA Board. Required to attend at least 75% of the scheduled Board meetings.

Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.