

# **Volunteer Position Description**

# **POSITION TITLE: IHIMA Secretary**

### **PURPOSE**

The office of the Secretary maintains the permanent record of proceedings of all meetings of the Association and the IHIMA Executive Board of Directors as outlined in the IHIMA Bylaws.

# **QUALIFICATION**

Must be an active AHIMA/IHIMA Professional member in good standing both at the time of the election and time of service and with AHIMA credentials. No prior board experience necessary.

# **APPOINTMENT**

Assumes office as of July 1 and ends June 30 annually and serves a one-year term. Serves as an elected Officer of IHIMA.

# **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.
- Attends all meetings of the Association and the Executive Board as outlined in the IHIMA Bylaws and transcribe minutes; documents attendance at each meeting.
- Stores approved and corrected minutes plus all reports and handouts for official set of minutes to the designation application of record.
- Presents last year's Business Meeting Minutes at the Annual Business Meeting for approval by the members.
- Serves as a member on the Executive Committee and Finance Committee.
- Attends the Transitional Board Meeting (typically in June/July).
- Operates within established budget. Obtains Board pre-approval for unbudgeted expenses.
- Represents the association at meetings and speaks on behalf of IHIMA and the HIM profession when needed.

### 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**

- Listens actively and articulates effectively.
- Good writing skills and the ability to concisely summarize a discussion.
- 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.
- Activities are ongoing throughout Board year.
- Estimated time commitment: 5 hours/month\*.

\*More time will be required prior to and during these events. Must be willing to travel within Indiana.

- IHIMA Annual Meeting & Exhibit. Location to be determined by the IHIMA Board.
- 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.