

Volunteer Position Description

POSITION TITLE: IHIMA Treasurer

PURPOSE

The office of the Treasurer governs all funds belonging to the Association 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. Previous board experience (IHIMA Board, AHIMA Board, and/or other Component Association (CA) Board experience)

APPOINTMENT

Assumes office as of July 1 and ends June 30 annually and serves a **two-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 of Directors.
- Performs monthly reconciliation for all financial institution accounts.
- Maintains an accurate and complete account of income and expenditures.
- Provides financial reports including an itemized income statement and a balance sheet at all Executive Board Meetings.
- Has term access and signature/transfer authority to all IHIMA financial accounts and records.
- Acts as official liaison between the Executive Board and its CPA.
- Works with IHIMA accountant for financial reports and tax return preparation.
- Prepares and presents the Treasurer's Report for the membership at the Annual Business Meeting.
- Works with Past President to compile the proposed budget for the next Board year.
- Serves as a member on the Executive Committee and Finance Committee.
- Attends the Transitional Board Meeting (typically in June/July).
- 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

- Organization and attention to detail.
- Understand basic accounting principles.
- Create basic financial statements.

- Understand budgetary process and dollar allocation.
- 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.
- 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: 30 hours/month.

Must be willing to travel within Indiana.

- Attends the 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 Executive 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.