

IHIMA SPOTLIGHT SERIES

SECRETARY

Welcome to the next edition of our IHIMA Spotlight Series! In this series, we are excited to unveil the various roles within our organization, providing you with an up-close look at the incredible opportunities that await you as an IHIMA board member. Today, we are focusing on the vital role of the Secretary.

ROLE OVERVIEW

The Secretary is much more than a note-taker; they are a guardian of IHIMA's history and decision-making process. This position comes with significant responsibilities that ensure the organization's transparency and accountability.

Here's a snapshot of the core duties that define the Secretary's role:

- Meeting Minutes: As an officer of the Executive Board, the Secretary keeps detailed minutes for all meetings of the Board and IHIMA membership, ensuring that important discussions and decisions are accurately recorded.
- Board Meeting Attendance: The Secretary is a frequent attendee at various crucial meetings, including Board meetings, Executive Committee meetings, Finance Meetings, and the Annual IHIMA meeting. Their presence is crucial to capturing the essence of these gatherings.

This role is about maintaining a comprehensive record of IHIMA's activities, preserving the organization's history, and providing transparency in decision-making. The Secretary also actively serves on various committees, playing an integral role in their functioning.



COMMITTEES AND RESPONSIBILITIES

As Secretary, you are an active participant in various IHIMA committees, contributing to the organization's operational success. Your committee responsibilities include:

- Member of the Executive Board: Serving as a member of the Executive Board, you engage in discussions and decisions that shape IHIMA's direction.
- Member of the Finance Committee: Your insights help guide the committee's recommendations and financial decisions.
- Member of the Scholarship Committee: You contribute to the development of future leaders in our field through scholarship programs.
- Member of the Executive Committee: Your involvement in this committee ensures you have a voice in the highest-level decisions affecting IHIMA.

In addition to these responsibilities, the Secretary plays a pivotal role in capturing the discussions and decisions made in each of these committees, ensuring that IHIMA's history and activities are documented accurately.

ELECTORAL PROCESS



The Secretary position is an elected one, offering a one-year term of service. To be eligible for this role, candidates must be active members in good standing of IHIMA and hold the AHIMA credential of RHIA.



YOUR VOICE MATTERS!

This role is a unique opportunity to make a significant impact on our organization's transparency, historical preservation, and the success of IHIMA as a whole.

If you have a passion for meticulous record-keeping, a commitment to transparency, and a desire to shape IHIMA's history and direction, we encourage you to consider running for the Secretary position.

MEET OUR BOARD

JENNIFER RETZLOFF, MS,
RHIA



JENNIFER IS IHIMA'S 2023/2024
SECRETARY

“ I RECENTLY SAT IN A BOARD MEETING LISTENING TO OTHERS SHARE WHAT DREW THEM INTO THE ASSOCIATION. SOME NEW TO THE PROFESSION, OTHERS - LONG TIME HIM VETERANS, ALL WORKING IN DIFFERENT AREAS OF HEALTH INFORMATION MANAGEMENT WHILE REPRESENTING VARIOUS ORGANIZATIONS ACROSS THE STATE. I NOTICED A COMMON THREAD WOVEN THROUGH THE CONVERSATION “ULTIMATELY, WE DO WHAT WE DO TO IMPROVE PATIENT CARE.” I'M REMINDED THAT THE PATIENT IS AT THE HEART OF EVERYTHING WE DO - SO, WE GIVE OUR BEST.

Q&A WITH JENNIFER

What motivated you to join IHIMA's Board of Directors?

- As a recent college graduate, I've had the opportunity to cross paths with many IHIMA Board members through practicums and internships. Admittedly, I was a little “starstruck!” I look forward to building new relationships, further developing my professional skills, and advocating for the HIM profession.

Could you briefly describe your primary roles and responsibilities as a board member?

- In school, I was taught - “If you didn't document it, it didn't happen.” Serving as the Secretary, I have plenty of opportunity to practice my documentation skills. I record meeting minutes, organize them, and store them in a safe location on the IHIMA shared drive.

How do these responsibilities impact IHIMA as an organization and the broader healthcare community?

- Good documentation is essential to healthcare. Well-documented meeting minutes provide an accurate and timely historical record of IHIMA business. Good minutes promote accountability, reinforce timelines, encourage responsibility, and help improve communication.

Board service often comes with challenges. Could you describe a challenge you've faced and how you and the board addressed it?

- As a newly elected Board Member, I found myself needing to “get up to speed” quickly. Board Members have made me feel like a part of the team. I greatly appreciate the warm welcome, constant support and strong encouragement.

How has being a board member enriched your professional growth and leadership skills?

- Serving as a Board member has allowed me the opportunity to network with fellow HIM peers. I appreciate the camaraderie and insightful discussion. Members of the group represent the many different facets of HIM which allows me to stretch my understanding of the profession.

What advice would you give to someone considering joining IHIMA's Board of Directors?

- I would heartily advise others to consider joining the IHIMA Board of Directors. By serving on the Board, I'm reminded that we all come together to support a bigger cause...and honestly, this group is FUN!

In your opinion, what qualities or attributes make an effective board member for IHIMA?

- Serving on the Board requires a certain level of commitment, a willingness to learn, and a general concern for the future of the HIM profession. I appreciate being surrounded by a wide variety of personalities, skills, and passions. It seems everyone brings something special to the team.