



Student Liaison Procedure

1. **Position Overview-** The position is responsible for communicating and serving as a board representative to the HIT/HIM students within the state and obtaining input from the students. The Student Liaison(s) work with the Annual Meeting Committee, the Communications Chairperson, Student Engagement Delegate and the Central Office Coordinator. The Student is a non-voting member of the IHIMA Executive Board.
2. **Term of Office (appointed/elected)-** The Student Liaison (s) are appointed by the Student Engagement Delegate. The term will run from July 1 – June 30.
3. **Committee Composition (if Applicable)-** There are two Student Liaisons and they can recruit student members to help with their initiatives.
4. **Qualifications –** Student of an Indiana CAHIIM accredited HIT or HIM program or graduate program; is able to attend board meetings and the IHIMA Annual Meeting. The applicant must be a resident of the state of Indiana and he or she must be an active AHIMA/IHIMA member. Volunteer experience in an HIM setting is preferred.
5. **Specific Job Functions -** The Student Liaison will complete the following duties:
 - a. Submit the board reports prior to the due dates.
 - b. Sign the Conflict of Interest statement.
 - c. Promote the visibility of IHIMA
 - d. Collaborate with the Student Engagement Delegate.
 - e. Contribute to the Annual Meeting Student Track with Programs Chair and Student Engagement Delegate.
 - f. Coordinate the Annual Meeting Mentor-Mentee Match Program
 - g. Provide articles to the Communications Chairperson for the IHIMA newsletter
 - h. Plan communication with Indiana HIT/HIM students
 - i. Report to the IHIMA Executive board concerns and activities of students
 - j. Coordinate student volunteers for the IHIMA Annual Meeting including set-up, introducing speakers, distributing handouts as appropriate and other duties as assigned under the direction of the Annual Meeting Co-Chair.

6. Responsibilities:

- a. Correspondence- The Student Liaison will utilize BaseCamp or similar application for all IHIMA related correspondence.
- b. Meetings- The Student Liaison is responsible for attending at least 75% of the board meetings.
- c. Training- The Student Liaison will receive training from the outgoing Chair and during the Strategic planning session.
- d. Reports- The Student Liaison will be responsible for submitting quarterly board reports prior to each meeting.
- e. Budget- The student does not have a budget. Any student work will be allocated to that committee.
- f. Committee Files- The Student Liaison shall save the pertinent documents to BaseCamp or other software storage system.

7. Approximate amount of time for committee: 20 hrs

Revision dates- Updated October 2012; revised 10/13, revised 4/16, revised 7/17, 9/17, 6/18, 8/18, 9/18