

LHMHIMA WILLINGNESS TO SERVE

Dear Lake Huron Health Information Management Association member,

It is that time of year in which LHMHIMA members need to consider how best to serve our association. The LHMHIMA association will continue to prosper only through the active participation of its members.

Please take the time and consider our association’s needs and select an area in which your abilities would be most useful. We have 5 positions to be filled for 2022 and your participation is encouraged and appreciated.

I will be willing to serve the LHMHIMA association in the capacity of:

- President – Elect
- Secretary
- Nominating Committee (3 Positions Available. The individual with the most votes will serve as chair of the Nominating Committee.)

I have read the description of the position I’m running for and understand the commitment involved.

Name:	
Employer:	
Email Address:	
Telephone:	
Preferred mailing address:	
Signature:	



Please return the Willingness to serve form by scanning and emailing to: bgoodrich5@gmail.com

OR

Mail to:
Beth Goodrich
243 Old Colony Rd.
Gaylord, MI. 49735

BENEFITS OF BECOMING A BOARD MEMBER

1. Free CEUs through attending LHMHIMA hosted webinars and in-seat education sessions.
2. Free annual conference (free room for President only)
3. Free state meeting (MHIMA) for the President including room. In the event that the President cannot attend she/he will choose someone to take his or her place.

Board Position Descriptions

Page 3 – President Elect

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Board Meetings

The LHMHIMA board meets once a month (usually taking December off) 2-3 of the meeting are in person and the remainder of the meetings are done via WebEx in the evening. A yearly calendar is created at the first board meeting following the induction of new officers.

Helping with the LHMHIMA Fall Annual Conference

When a board members term ends June 30th, it's expected that they still support the board and association through that years fall annual conference. The Fall conference is normally held each year in October and is planned throughout the year by the board. The President Elect serves as chair for the Fall Conference.

Position Title: President – Elect

- Elected and term of service:**
- By ballot of Active members of LHMHIMA (in good standing).
 - This is a three-year term
 - First year as President-Elect
 - Second year as President
 - Third year as Past President Director
 - Voting member of Board of Directors.

- General Responsibilities and Duties:**
- Attend all meetings of the Board of Directors.
 - Keep informed of the activities of the Association.
 - Perform such duties as are delegated by the President and/or Board of Directors.

President-Elect

- Observe and support President in all LHMHMA activities.
- Assumes the duties of the President if the President is unable.
- Plan
- Facilitate arrangement of educational programs for the membership to include the LHMHIMA annual conference, webinars, and in-seat education sessions throughout the year.
- Work with President to review and update policies, procedures and bylaws as needed.

President

- Prepare agendas and facilitate Board of Director activities and meetings. Ensure appropriate processes are followed.
- Oversight of all membership activities.
- Identify strategic initiatives, develop workplan and assign committee chairs.
- Complete MHIMA assignments; communications, Attend MHIMA board meetings to give LHMHIMA updates.
- Call special meetings and conference calls to address association business as needed.
- Prepare Presidents Report and facilitate Business meeting at LHMHIMA Annual conference.
- Together with the treasurer ensure taxes, non-profit requirements are filed annually.
- Monitor and oversee board members as assigned.

Past President

- Attend Board Meetings as an advisor.
- Serve as the Board member who is responsible to release the President of his/her position and duties if necessary

Position Title: Secretary

Elected and term of service:

- By ballot of Active members of LHMHIMA (in good standing).
- This is a two-year term
- Voting member of Board of Directors.

General Responsibilities and Duties:

- Attend all meetings of the Board of Directors.
- Take minutes at all board meetings
- Compile results of surveys, and maintain membership database.
- Serve as the official custodian of the records of LHMHIMA, certify and keep the original or copy of the Articles of Incorporation LHMHIMA Bylaws, as amended to date.
- Upload minutes in a timely manner to Basecamp files.
- Work with the president to create meeting agendas. Send out agendas to meeting attendees.

Position Title: Treasurer

Elected and term of service:

- By ballot of Active members of LHMHIMA (in good standing).
- This is a two-year term
- Voting member of Board of Directors.

General Responsibilities and Duties:

- Attend all meetings of the Board of Directors.
- Maintain bank account.
- Bank reconciliation with KnowledgeConnex Drop Box statements.
- Submit monthly statements of accounts receivable and payable.
- Keep adequate and correct accounts for all of the financial transactions of LHMHIMA.
- Dual control check approval using the LHMHIMA check request form.
- Treasurer will be bonded, with bonding fees being paid by LHMHIMA.
- Submit all tax reporting for state and federal.
- Upload appropriate documents in a timely manner to Basecamp files.

Position Title: Nominating Committee (3 Positions)

- Elected and term of service:**
- By ballot of Active members of LHMHIMA (in good standing).
 - This is a 1- or 2-year term
 - The member with the most votes will be the chairperson of the nominating committee (2-year commitment).
 - The second year the chairperson serves in an advisory role.

- General Responsibilities and Duties:**
- Attend all meetings of the Board of Directors.
 - Keep informed of the activities of the Association.
 - Perform such duties as are delegated by the President and/or Board of Directors.
 - Prepare the ballot for the Annual LHMHIMA election to elect new officers.
 - Work on networking with other members to fill open positions on the ballot.
 - Communicate results of the election to the LHMHIMA Board

Chairperson

- Communicate results of the election to all candidates on the ballot through an individualized email.
- Point of Contact listed on the LHMHIMA Willingness to Serve form.
- ****2nd Year**** Serve as an advisor to the incoming nominating committee.