



Ohio Health Information
Management Association

OHIMA Delegate - Position Description

Responsibilities

The Delegate shall represent OHIMA at the AHIMA House of Delegates. They will be responsible for disseminating information from the House of Delegates to their assigned regional association by attending meetings and presenting updates. The Delegate will also gather information from the OHIMA members by polling, conducting surveys and voting on issues deemed important. Reporting back to the OHIMA board any activities and/or revelations on behalf of the AHIMA House of Delegates is an essential aspect of the role.

Delegates serve as a member of the **Full Board** of Directors for a **two (2) year** term.

Volunteer Core Competencies

- **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 OHIMA.
- **Acts as a Team Player/Collaborator**, works well on teams and fosters trust among group members and adjusts behavior in order to establish relationships with teams. Completes assigned duties and tasks.
- **Respects Diversity and Fosters Inclusion**, values all kinds and classes of people equitably, deals effectively with all races, cultures, disabilities, ages, and genders. Ensures all voices are listened to and respected. Will wait for others to catch up before acting and is sensitive to due process and proper pacing.
- **Presents a Positive Professional Image**, reflects the profession as a confident, proficient, skilled, qualified expert, and qualified authority in HIM.

Qualifications *(at a minimum)*

Candidates meet the minimum requirements of the Delegate member:

1. Must be an active member of AHIMA and OHIMA
2. Must be a knowledgeable and experienced HIM professional
3. Must serve in another position on the OHIMA board (full or executive) prior to running for this position
4. Must be available and engaged
5. Must be willing to travel to attend AHIMA House of Delegates meeting, location to be determined by the AHIMA convention

Desired Attributes

- Understanding of AHIMA, OHIMA, the profession, and the industry
- Possesses critical and strategic thinking skills
- Communicates with and engages members
- Previous OHIMA board experience
- Responsive
- Approachable
- Empathetic
- Optimistic
- Presents a professional image and has high ethical standards