



OHIMA Affiliate

Ohio Health Information  
Management Association

## OHIMA Director - Position Description

### **Responsibilities**

Directors help to guide OHIMA to meet the designated mission and strategic goals set forth by AHIMA and the organization. Directors will be responsible for leading one of the identified strategic initiatives and fulfilling the projects associated with the strategy; current strategy roles include (assignments are made at the beginning of the fiscal year by the President):

- **Director of Leadership**
  - Development of project for the betterment of the organization and financial oversight of OHIMA expenditures
- **Director of Professional HIM Development**
  - Helps in the development of the OHIMA annual meeting; leads a team of Project Leaders to evaluate and choose topics and speakers for all three days of the meeting.
- **Director of Privacy and Security**
  - Stays current to changing guidelines and regulations on Privacy and Security topics, leads a team of Project Leaders to determine topics of interest for membership education.
- **Director of Professional Coding Development**
  - Leads a team of Project Leaders to choose topics and speakers for the OHIMA coding seminar as well as assisting with the OHIMA annual meeting coding day.
- **Director of Clinical Documentation Integrity (CDI)**
  - Remains up to date on CDI topics and guidelines; leads a team of Project Leaders and volunteers to educate the membership of OHIMA. Suggests speakers for OHIMA annual meeting.
- **Director of Membership Engagement**
  - Determines activities and opportunities to engage the membership to meet and interact; leads a team of Project Leaders to encourage members to discuss experiences and learn from one another.
- **Director of Advocacy**
  - Aligns with AHIMA's advocacy priorities with focus on trusted information and legislation in Ohio. Monitors state legislation related to HIM issues.
- **Director of Awards & Scholarships**
  - With the help of a team of Project Leaders, evaluates and chooses award winners for the OHIMA Distinguished Member Award, Professional Achievement Award, Ambassador to Education Award and Rising Star Award.

Directors manage volunteers (Project Leaders and acting as a Committee Chair) to carry out the activities of the assigned strategy. Directors represent the association at meetings and speak on behalf of OHIMA and the HIM profession when needed.

Directors should have the capacity to focus their knowledge and expertise on decision making that benefits the organization as a whole. They should be committed to supporting and advancing the mission and vision of OHIMA. Directors should be knowledgeable of OHIMA programs and goals for the association. Directors serve as voting members of the board of directors. The board of directors governs the association, sets strategy, budget, and guides fiduciary oversight.

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

### *Deliverables*

- Evaluate and choose topics and speakers for OHIMA meetings.
- Attend HIM professional meetings; represent OHIMA and the association.
- Evaluate and choose candidates for awards and recognition.
- Develop membership engagement opportunities.

### **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 Director:

1. Directors must be in good standing with AHIMA and OHIMA.
2. Recommended that individual serve at least one (1) year as a Project Leader with input and completion of identified project.
3. Familiarity with HIM professionals throughout the country.
4. Serves in leadership positions and undertakes special assignments willingly and enthusiastically.

### **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