OHIMA
AHIMA Affiliate
Ohio Health Information Management Association

OHIMA Nominating Chair - Position Description

Responsibilities

The Committee Chair shall lead and facilitate the committee in identifying and recruiting qualified individuals to serve on the Board of Directors and as Officers of OHIMA. The Committee Chair together with the Committee shall nominate election candidates for open Director and Officer positions. The responsibilities are fulfilled by collaborating with the Nominating Committee and the OHIMA Board to solicit nominations; contact candidates to ensure their willingness to run on the ballot; gather candidate information for the ballot and submit finalized ballot to the Executive Board; and notify all ballot candidates of election outcome and announces election results at the OHIMA Annual Meeting in March.

The Nominating Committee Chair shall serve on the **Full Board** of Directors for a **one (1) 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 OHIMA Nominating Chair:

1. Active member of AHIMA and OHIMA
2. Knowledgeable and experienced HIM professional
3. Demonstrates leadership and promotes advocacy
4. Available and engaged

Desired Attributes

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