



OHIMA Affiliate

Ohio Health Information
Management Association

Ohio Candidate for AHIMA Nominating Committee- Position Description

Responsibilities

Every year one-half of the state associations are eligible to submit the name of an individual as a candidate for the AHIMA Nominating Committee. Individual names are submitted to AHIMA by the CSA Leader only. Only invited nominations are accepted. The House of Delegates elects three members each year by plurality vote for a two-year term in accordance with the AHIMA Bylaws.

Committee Description - to elect effective leadership for AHIMA's Board of Directors, CCHIIM, the House of Delegates, and the Nominating Committee. This is accomplished by reviewing, interviewing, and selecting qualified candidates. Enhance AHIMA's leadership development and member engagement initiatives by improving the process for identifying volunteers to fulfill leadership positions and fostering diversity and inclusion. Suggest improvements for the voter experience and increasing voting rate.

Deliverables

- Develop a ballot of candidates for the AHIMA Board of Directors, Commission on Certification for Health Informatics and Information Management (CCHIIM), House of Delegates, Council for Excellence in Education (CEE) and the Nominating Committee.
- Promote membership knowledge of the candidates and the election through different forms of communications.

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 Nominating Committee member:

1. Served at least two (2) years on the CSA Board of Directors as an officer
2. Familiarity with HIM professionals throughout the country
3. Proven leadership and governance experience
4. On your resume, list all your volunteer experience with AHIMA and other associations so that the Nominating Committee is able to evaluate the candidate's experience.

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