



AHIMA Affiliate

Ohio Health Information
Management Association

OHIMA President-Elect - Position Description

Responsibilities

The President-Elect serves as a member of the **Executive Board** of Directors for a **three (3) year term**; as President-Elect (first year), President (second year), and Past President (third year).

As President-Elect

- Manages one of the eight assigned OHIMA strategies which include: Awards & Scholarships/Delegate Coordination, Professional HIM Development (planning Ann Mtg speakers), Professional Coding Development (planning Coding Mtg speakers), Leadership, Advocacy, Privacy & Security, CDI, and Membership Engagement
- Serves as a lead on one of the seven OHIMA committees which include: Advocacy Committee, Educators Committee, Newsletter Committee, Financial Oversight Committee, Student & New Graduate Committee, Young Professionals Committee, and Summer Meeting Committee
- Attends all board meetings and acts as a voting board member
- Conducts environmental scanning
- Develops blog articles or video blogs
- The President-Elect shall act in place of the President in the event of the absence of the President and shall exercise such other duties as may be delegated to the office by the Board

As President

- Manages the Strategic Compliance OHIMA strategy
- Assigns the remaining eight strategies to each of the Executive Board members
- Assigns the seven committees to each of the Executive Board members
- Develops beginning and end of year president's messages to the board and membership
- Determines, in consultation with the Executive Director, the regular agenda of all meetings of the members and the Board of Directors
- Conducts environmental scanning
- Serves as 1st year Delegate
- Attends the AHIMA Leadership Symposium in Chicago (July)
- Attends the entire AHIMA National Convention including the AHIMA House of Delegates annual meeting (September/October)
- Attends AHIMA Hill day in Washington in March
- Attends all Delegate webinars
- Develops Blog Articles or Blog Videos
- Presides over OHIMA board meetings and oversees the strategic initiatives
- Leads OHIMA Town Hall Meetings

- Provides oversight to financials and technology in the absence of the Executive Director
- Serves as the liaison between the Central Office staff and Executive Board
- Represents the association at meetings and speaks on behalf of OHIMA and the HIM profession when needed

As Past President

- Serves as Delegate Coordinator and 2nd year Delegate
- Attends the AHIMA Team Talks in Chicago (July)
- Attends the AHIMA House of Delegates annual meeting (September/October)
- Develops Blog Articles or Video Blogs
- Conducts environmental scanning

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 President-Elect:

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

Desired Attributes

- Understanding of AHIMA, OHIMA, the profession, and the industry
- Possesses critical and strategic thinking skills
- Communicates with and engages members
- Responsive
- Approachable
- Empathetic

- Optimistic
- Presents a professional image and has high ethical standards