

List of Duties, Qualifications, and Commitments of the CHIA Board of Directors and AHIMA Delegate Position *For CHIA Leadership Nomination purposes* **BOARD OF DIRECTORS**

CHIA Board of Directors Composition

The members of the CHIA Board of Directors are the President, President-elect, Past President Director, and six-at-large Directors. The CEO/Executive Director is a non-voting resource to the Board of Directors.

Ten Basic Responsibilities of Nonprofit Boards

1. **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. **Select the chief executive.** Boards must reach a consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive.** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Responsibilities of Board Members – Three Legal Duties

Duty of Care

- Board members are required to be reasonably informed and to use sound information and judgment in making decisions on behalf of the organization.

Duty of Loyalty

- Board members are required to put aside personal interests and act in the best interests of the members of the organization.
- Board members are requested to avoid conflicts of interest – the necessity to disclose and recuse themselves from both voting and discussion on the topic

Duty of Obedience

- Board members are to act in compliance with the association's mission, bylaws, and policies as well as legal and regulatory requirements.

Individual Board Member Responsibilities

- Attend all board and volunteer workgroup meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and Volunteer Workgroup meetings.
- Serve on volunteer workgroups and offer to take on special assignments.
- Suggest possible leadership nominees to the board who can make significant contributions to the work of the board and the association
- Keep up to date on developments in the health information profession.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal Characteristics to Consider

- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.
- Willing to prepare for and attend board and volunteer workgroup meetings, ask questions, take responsibility and follow through on a given assignment, consider generously contributing personal and financial resources according to circumstances, and evaluate oneself.
- Develop certain skills if you do not already possess them, such as cultivating and soliciting funds, cultivating and recruiting board members and other volunteers, opening community doors to connect and engage members, reading and understanding financial statements, and learning more about the organization's services and benefits.
- Ability to see the big picture regarding what is happening both regionally and nationally regarding the health information profession.
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, and a sense of humor.

General Duties and Responsibilities

- The Board of Directors shall carry on the business of CHIA and shall report on all actions through the President at the Annual Business meeting of members and through CHIA Communications, including the CHIA Website.
- The Board of Directors shall carry out the association's duties as delineated in the CHIA Bylaws.
- The Board of Directors shall initiate change and direct policies and procedures of CHIA under the strategic direction of the association and CHIA policies and procedures.

- The Board of Directors shall ensure adequate financial resources, which includes approving and monitoring budgeted income and expenses and oversight of CHIA's investments in accordance with CHIA's investment policies.
- The Board of Directors shall establish, oversee, and act on the recommendations of all Volunteer Workgroups, Task Forces, and External Liaisons, except as otherwise provided in the Bylaws.
- The Board of Directors shall monitor and strengthen educational programs and association member benefits.
- The Board of Directors shall ensure legal and ethical integrity by adhering to CHIA's conflict of interest policies.

Benefits of CHIA Board Service

- Opportunity to positively affect the growth and direction of one's professional peers.
- Opportunity to influence policy at the early stages of development for the Association.
- Opportunity to network with other professional associations in addition to members of CHIA.
- All expenses while performing CHIA business are reimbursable within the travel/expense policy guidelines
- Registration fee at CHIA's Convention & Exhibit is waived.
- Registration fees for all CHIA-sponsored seminars and educational programs are waived.

Conflict of Interest Avoidance

Please see. Upon taking office, CHIA Board members must read CHIA's Policy on Conflict and Duality of Interest policy and Director Participation Agreement. All Board members must complete the questionnaire, and sign the acknowledgment forms.

PRESIDENT DUTIES

I. Purpose

- A. The President's position is to lead the California Health Information Association and the Board of Directors for one year. In partnership with CEO/Executive Director, the President executes the strategic plan and the strategic planning process and ensures effective management of the governance structure, content, and the effectiveness of CHIA Volunteer Workgroups.
- B. The President will not receive payment (stipend) for their service on the CHIA Board, although approved business-related expenses are reimbursed. The President also receives complimentary registration to the CHIA Convention & Exhibit each year after completing the Presidency so long as they remain a CHIA Professional or Emeritus member.

II. Duties

- A. Preside at all meetings of the Board of Directors and all meetings of members; as a member of the Board of Directors, shall be an ex officio member of all Volunteer Workgroups except the Nominating Committee and shall perform such other duties as the Board of Directors may from time to time determine.
- B. Abide by responsibilities as outlined in the Director Participation Agreement.
- C. Appoint members and Chair/Co-Chairs of CHIA Standing Volunteer Workgroups except as otherwise provided in the CHIA Bylaws, with approval of the Board of Directors.
- D. Review duties and responsibilities of CHIA Officers and Volunteer Workgroup Chairs immediately upon assuming office. Shall see that these Officers and Chairs perform their duties. Shall monitor the performance of these responsibilities and discuss issues/problem areas with the Board of Directors as necessary.
- E. Communicate through personal contact and through the Board Liaisons, and keep Officers, and Volunteer Workgroup Chairs informed of all CHIA activities, particularly those pertaining to their appointments.
- F. Communicate through personal contact and connect with California Health Information (HIT/HIIT/HIM) program directors to enable access and visibility to emerging professionals.
- G. Promptly answers communications from the AHIMA Executive Office, Component Association Officers, CHIA members, other organizations and Volunteer Workgroup Chairs. Shall keep the Board of Directors of the American Health Information Management Association, through the Executive Office, informed of any issues that affect the Component Association and the profession.
- H. Coordinate with CEO/Executive Director to conduct the CHIA Volunteer Workgroup Chair Orientation, ensuring education on the relevant sections from the *CHIA Policy and Procedure Manual* pertaining to activities and responsibilities for the current year, including specific Strategic Initiative success measures/deliverables as established by the Board of Directors.
- I. Prepares all CHIA communications utilizing CHIA letterhead.
- J. Reviews new contracts with the CEO/Executive Director or staff, as required and as necessary, to ensure approval by the Board of Directors.

- K. Completes the Performance Evaluation for the CEO/Executive Director and solicits input from the President-elect, Past President, Board of Directors, and others as appropriate. This will be completed in accordance with the Executive Director's contract.
- L. Review all correspondence relative to CHIA and inquiries from parties outside CHIA and determine the response. The President shall send a copy of ALL correspondence to the Executive Director, President-elect and, if appropriate, to the Board Liaison and Volunteer Workgroups.
- M. Write, submit and present the annual report of the Board of Directors to the members at its Annual Business Meeting with the CEO/Executive Director. The annual report shall contain a summary of the Volunteer Workgroup with recommendations made and the Board of Directors' actions taken.
- N. Presides at special events during the CHIA Convention.
- O. Inform all members on the ballot of the election results before the State Convention. Each nominee shall be informed first by telephone, followed by a letter.
- P. Revises the PRESIDENT section of *the CHIA Policy and Procedure Manual* and submits such revisions to the Board of Directors before the new officers join the CHIA Board of Directors.
- Q. Assists the Executive Director in preparing the Board meeting agendas at least two weeks before the meeting to allow the Executive Director time to distribute the agenda and meeting handouts.
- R. Serves in additional leadership roles of the Board of Directors, including but not limited to serving as Chair of the Finance Committee.
- S. Attends AHIMA Leadership Conference, as approved by the CHIA Board of Directors.
- T. Makes final decisions to cancel CHIA events based on the recommendation of the CEO/Executive Director in extraordinary circumstances (i.e., speaker issues, attendance, etc.)
- U. Facilitates timely and informed decisions related to critical events. This will include but not be limited to: the State Convention & Exhibit and Annual Business Meeting. Also, prepare the agenda for the Celebration event.
- V. Prepare, delegate, and submit the Board of Directors' report to the Executive Director to meet the deadline in preparation of the Annual Business Meeting.
- W. The President shall prepare and submit the "President's Message" for inclusion in the CHIA Monthly Digest, beginning with May 1st. The first message is usually the incoming President's acceptance speech.
- X. Serve as the Chief Delegate to the AHIMA House of Delegates and all delegate activities required by the California AHIMA Delegation. Activities include but are not limited to coordinating CHIA's delegation response to AHIMA toolkits, white papers, and public policy position statements. Manage the AHIMA Delegates group on the CHIA website. Orient new AHIMA Delegates to the CHIA Delegation Team.
- Y. Organize the CHIA Community Chats with the Board of Directors
- Z. Recommend appointments to allied associations as approved by the Board of Directors.

PRESIDENT-ELECT DUTIES

I. Purpose

- A. The President-elect's position is primarily one of learning and observing the management and function of the Board of Directors in preparation for assuming the Presidency, active involvement in the strategic planning process, evaluating the structure, content, and

effectiveness of CHIA Volunteer Workgroups, and support of the President in AHIMA and CHIA leadership activities.

- B. The President-elect must become acquainted with the scope of responsibility of the Corporation, CHIA and the Board of Directors, and other mechanisms of CHIA activities as documented in *CHIA Policy and Procedure Manual*, Articles of Incorporation, AHIMA Affiliation Agreement, and the CHIA Bylaws.

II. Duties

- A. The President-elect shall become familiar with the duties and functions of the President, shall serve as a member of the Board of Directors, and shall automatically succeed to the office of President after serving one year as President-elect. The President-elect shall perform the duties pertaining to the office of President during his/her absence, disability, or inability to act which shall be determined by the majority of the Board of Directors.
- B. Serves as an automatic Delegate to AHIMA.
- C. Abides by responsibilities as outlined in the Director Participation Agreement.
- D. Coordinates and facilitates CHIA Community Chats as assigned by the President.
- E. Participate in the Board of Directors' activity and decision-making process.
- F. Accepts delegated responsibility as a Board of Directors member because of the decision-making by the President with the Board of Directors.
- G. Attends AHIMA Leadership Conference upon approval by CHIA Board of Directors.
- H. Develop, confirm, and obtain a preliminary list for the approval of all appointments of Volunteer Workgroups, Chairs/Appointees and members. Nominating Committee Chair to be appointed only. Present this list to the January Board of Directors Meeting.
- I. Communicate with the CEO/Executive Director regarding special arrangements needed during the State Convention & Exhibit related to the CHIA Celebration Party.
- J. Utilizes CHIA letterhead for all Association communications.
- K. Sends a copy of all correspondence to the CEO/Executive Director, to the President, and as appropriate, to the Board Liaison and/or Volunteer Workgroups.
- L. Prepare the Dashboard for the CHIA Board.
- M. Contribute content for CHIA Communications: AHIMA House of Delegates summary, AHIMA Advocacy Summit/Hill Day, and other articles as requested.
- N. Serves as an Ambassador on the CHIA Community Feed, posting at least two (2) posts per month.
- O. Provides content for CHIA publications as needed or requested.

PAST PRESIDENT DIRECTOR DUTIES

I. Purpose

- A. The Past President's position is primarily one of support and handoff. The Past President is responsible for supporting the current President through transition, ensuring final review of policies and procedures. The Past President continues active involvement in the strategic planning process, evaluating the structure, content and effectiveness of CHIA Volunteer Workgroups and support of the President in AHIMA and CHIA leadership activities.

II. Responsibilities

- A. Reviews, revises and develops CHIA policies and procedures as needed.

- B. Abides by responsibilities as outlined in the Director Participation Agreement.
- C. Serves as a Board Liaison and performs responsibilities as assigned.
- D. Coordinates and facilitates CHIA Community Chats as assigned by the President.
- E. Serves as an Ambassador on the CHIA Community Feed, posting at least two (2) posts per month.
- F. Prepares annual performance evaluation of CEO/Executive Director in conjunction with the current President and President-elect.
- G. Coordinates purchase of gift from Board of Directors to outgoing President to be submitted during State Convention & Exhibit.
- H. Attends Budget (Finance) meeting scheduled in late February or early March. Serves as a member of the Finance Committee
- I. Reviews the CHIA Volunteer Workgroups' structure, including the number of members, and charges, then make a recommendation to the CHIA Board for any revisions with the President-elect and Past President Director. This review must be completed in time for the recommendations to be presented at the January Board meeting. (9/05 BOD)
- J. Serves as an Ambassador on the CHIA Community Feed, posting at least two (2) posts a month.
- K. Provides content for CHIA publications as needed or requested.

DIRECTOR DUTIES

I. Purpose

- A. In conjunction with the President, President-elect, and Past President, the four at-large serves as members of the Board of Directors to direct and govern the California Health Information Association.

II. Duties

- A. Directs and governs the CHIA organization in the forward-moving progression towards goal achievement, policymaking, adoption of health information profession initiatives, identification, and education of industry best practices for the membership that aligns with the current CHIA mission, vision, and values.
- B. Abides by responsibilities as outlined in the Director Participation Agreement.
- C. Ensures adequate budget and resources in the execution of CHIA priorities through regular review of reportable budget income and expenses with a financial oversight process
- D. Serves as Liaison to Standing Volunteer Workgroups, Task Forces, Affiliated Organizations, and External Parties assigned by the President as approved by the Board of Directors
 - a. Communicates CHIA Board-related activities to members of CHIA Volunteer Workgroups and Task Forces
 - b. Informs CEO/Executive Director of any actions from Volunteer Workgroups and Task Forces to be submitted for inclusion in the upcoming Board of Directors' agenda packet. (Must be submitted at least seven business days before Board meetings). The Board liaison report is generally the report of the Volunteer Workgroup but can also include the CHIA Board member's addendum to those reports, as appropriate.

- c. Maintains frequent contact with each Volunteer Workgroup/Task Force as assigned and reports progress or special needs to the Board of Directors at board meetings.
- d. Coordinates follow-up of Volunteer Workgroups/Task Forces recommendations with Board of Director's actions.
- E. Attends AHIMA Leadership Conference as approved by the CHIA Board of Directors.
- F. Assists the President in all areas as assigned.
- G. Coordinates and facilitates CHIA Community Chats as assigned by the President
- H. Serves as an Ambassador on the CHIA website Community Feed, posting at least two (2) posts a month.
- I. Provides content for CHIA communications as needed or requested.
- J. Assumes the duties of the President in the absence or inability of the President-elect and the President to carry out his/her responsibilities, as stated in CHIA Bylaws
- K. May be appointed to assume the position of President-elect for the current year and the office of the President for the ensuing year in the event of the death, incapacity, or resignation of the President-elect before assuming the office of President if outside of the time frame designated in the CHIA Bylaws, upon internal vote confirmation of the Board of Directors.
- L. Utilizes CHIA letterhead (may be an e-Memorandum template) ONLY for APPROVED CHIA communications and copies all CHIA-related correspondence handled as Board Director to the Executive Director, to the President, the President-elect, and, if appropriate, the Board Liaison and Volunteer Workgroup thereby assuring a well-informed leadership of key organizational activities.

II. General Responsibilities

- A. Attend all Board of Directors meetings. May be excused on occasion upon notification of the Executive Director. Each year, the scheduled BOD sessions are at least 6 board meetings and/or conference call sessions listed on the CHIA BOD Master Calendar; plus ad hoc sessions added as needed for critical matters.
- B. Attend other meetings as determined by the CHIA Board of Directors.
- C. Attend or arrange backup coverage at meetings of Affiliated Organizations and provide a Board of Directors status report at board sessions.
- D. Participate and assist in revising and updating the CHIA Strategic Plan.

AHIMA DELEGATES

The California Health Information Association (CHIA) acknowledges and supports broader communications and increased CHIA member participation in the issues, concerns and goals of the American Health Information Management Association, which is best described by the following goals:

I. Purpose

- A. The CHIA Delegate to AHIMA serves as a communication and membership link between AHIMA, Component Association and the membership. Delegates contribute or recommend action on issues affecting the HI profession, facilitate the voice of the

member, vote on important matters pertaining to the HOD, and seek feedback, and inform the CHIA membership on AHIMA and HOD activities.

II. General Duties

- A. Promote the consciousness of individual members regarding the organization, process, and content of association activity.
- B. Develop a more informed and truly representative state delegation to the AHIMA's House of Delegates.
- C. Provide a structure that ensures comprehensive input, stimulates participation and encourages communications from individual members regarding AHIMA's issues, concerns and goals.
- D. Increase sensitivity of the AHIMA Board, Staff, Council and Volunteer Workgroup members to the concerns of the individual members and the CHIA.

Through this statement, the CHIA Board of Directors affirms its delegation of authority and support of its Advocacy Program to the duly elected state Delegates to the AHIMA House of Delegates.

AHIMA delegates shall be reimbursed for expenses based upon guidelines approved by the CHIA Board of Directors.

Important Dates and Activities

July through October	Provide updates to the CHIA membership on issues for the Fall AHIMA House of Delegates
Fall	Attend the AHIMA House of Delegates face-to-face meeting
Year Round	Participate in AHIMA House of Delegates Webinars, Task Forces, and events; or attends the face-to-face meetings only if approved by the CHIA Board.
Frequently	Log on to the AHIMA State Leader and HOD Engage Community and participate in delegate discussions and chats.

JOB DESCRIPTION OF DELEGATES TO AHIMA

Delegate Qualifications (*at a minimum*)

- Active member of CHIA and AHIMA
- Knowledgeable and experienced HI professional
- Demonstrates leadership and promotes advocacy
- Accessible by phone or e-mail
- Available and engaged

Delegate Desired Attributes

- Understanding of AHIMA, the profession, and the industry
- Possesses critical and strategic thinking skills, forward-thinking
- Communicates with and engages members/ Assertive Communication Skills
- Presents a professional image and has high ethical standards

Role of the Delegate

The role of the delegate is to govern the HI profession. This is done by performing the following activities:

- Advocates for the profession, the members, and the Association
- As outlined in the AHIMA Bylaws, CHIA Delegates to AHIMA will:
 - Approve the standards governing the profession
 - Elect the members of the AHIMA Nominating Committee, except the Chair and appointed members
 - Elect the Speaker-elect
- Participates in meetings:
 - HOD Meeting
 - Component Association and/or local meetings and Board meetings
- In serving as a delegate, may represent CHIA on the following team:
 - Envisioning Collaborative - The Envisioning Collaborative serves as a “think tank” composed of delegates, subject matter experts, and industry leaders, bringing forward a robust exchange of perspectives, innovation, and ideas that inform strategy and enable solutions and sound decisions advancing the profession.
 - House Leadership - The House Leadership serves as a steering committee consisting of one (1) delegate from each Component Association. They ensure effective HOD operations through alignment with strategy. House Leadership fosters the overall delegate experience and provides oversight of task force progression.
- Communicates and provides feedback on issues to the CHIA Board of Directors and membership
- Vets professional practice content
- Conducts environmental scanning
- Serves as a communication and membership link between AHIMA, Component Association, and the membership
- Contributes or recommends action on issues affecting the HI profession
- Facilitates the voice of the member
- Votes on important matters pertaining to the HOD
- Seeks feedback and informs the CHIA membership on AHIMA and HOD activities
- Provides input on gaps in AHIMA programs and services and areas of HI research and innovation
- Serve two-year terms; half the delegation is elected each year to ensure continuity

ALTERNATE DELEGATES

Alternate delegates serve in the event a regular delegate is unable to fulfill their duty as a delegate. Alternate delegates are selected based on those nominees who received the most votes after the AHIMA delegate positions have been selected.