

Job Description

Job Title: Interim Chief Executive Officer/Executive Director

Job Summary: The Interim Chief Executive Officer/Executive Director (CEO) of the California Health Information Association (CHIA) provides overall management of CHIA by working in conjunction with the Association Management Consultant (AMC) (who will be conducting an Operational Assessment); to implement the CHIA strategic plan and policies in a manner that is consistent and supportive of the mission, vision and values of CHIA. The Interim CEO also manages the day-to-day affairs of the CHIA Executive Office staff, ensuring sound fiscal management of revenues and expenses, as well as supervising staff to meet the needs of the AHIMA/CHIA members. The Interim CEO works in collaboration with the CHIA Board of Directors, overseeing the administration of the Executive Office. Other key duties include facilitating follow-up on legislative health-related bills and coordination of education programs.

Administration and Board of Directors

1. Collaborate with the CHIA Board of Directors to implement and oversee the annual business plan and 2026-27 budget of the Association.
2. Sit as a non-voting member of the CHIA Board of Directors, the CHIA Finance/Budget Committee and the Executive Committee of the Board.
3. In collaboration with the Board President, prepare agenda, reports and recommendations for the Board of Directors' meetings, as necessary, on a timely basis.
4. Manage the administrative affairs of the CHIA, inclusive of all its functional areas: Accounting/Finance, Membership, Events and Publications/Communications.
5. In collaboration with the Board of Directors, support the roles and responsibilities of the volunteer workforce as defined by the Board.
6. Ensure compliance with the CHIA Bylaws, policies and procedures, Employee Handbook and directives from the CHIA Board of Directors.
7. Oversee CHIA's Communication Specialist, who coordinates communications from the CHIA President to the Association on a monthly basis.
8. Ensure the remote staff have the resources necessary to complete their roles and perform all necessary duties ethically, keeping business information confidential.
9. Support the CHIA President and Board in the development of the CHIA Annual Report to present to California's Health Information Community during its annual business meeting.
10. Maintain current CHIA Policy and Procedure manuals, including staff operations, Employee Handbook, and general CHIA policies and procedures. Provide guidance and be a resource to the Board of Directors who is responsible for maintaining and updating CHIA Policies and Procedures for volunteer work groups (committees, component groups, task forces, etc.)
11. Oversee compliance with state and federal requirements related to nonprofit status, Workers' Comp, payroll taxes, income taxes, employee pay administration, and employee benefits.
12. Oversee compliance with annual deadlines for reporting IRS Form 990.

13. Administer CHIA's Tax Deferred Annuity Plan and confirm the Department of Labor Form 5500 is submitted by the required deadline annually.
14. Perform duties as specified by the CHIA Bylaws and other governing documents, including the CHIA Policy and Procedure Manuals.
15. Collaborate and maintain relationships with representatives from CHIA's banking institution, investment managers, vendor for health and life insurance benefits and other contractors necessary to operate the business of CHIA.

Membership and Component Groups

1. Manage a member-focused organization emphasizing customer service and member needs.
2. Support the implementation and maintenance of Component Groups to engage CHIA's diverse membership.
3. Certify that membership dues policies are adhered to; provide communication to members regarding dues renewal timeframes and deadlines.
4. Maintain constructive relationships with volunteer leadership.
5. Communicate with the membership through the CHIA's association management system via CHIA e-Bulletins and the association's messaging system.

Operations and Staffing

1. Manage a remote workforce.
2. Maintain proper staffing with approved budget levels to ensure that the goals of the Association and membership services are met.
3. Manage the operation of CHIA's remote staff, including adequate coverage, equipment, and supplies.
4. Oversee the recruiting, hiring, training, promotion and termination of all CHIA staff subject to the limits of the law, CHIA Bylaws, CHIA Employee Handbook and budgetary constraints
5. Provide effective and proper leadership to coach, develop and motivate staff.
6. Empower staff leaders to lead their functions effectively and efficiently.
7. Oversee the CHIA website and CHIA's online Association Management System (AMS), including database features, functions and content.
8. Oversee the CHIA Learning Management System to provide on-demand content for educational purposes.
9. Oversee CHIA's Information Technology vendor, maintaining CHIA's accounting system and office technology.

Events, Volunteer Workgroups and Volunteer Management

1. Support all CHIA Board of Directors and CHIA volunteer workgroups who are responsible for preparing meeting agendas and reports in a complete and timely fashion.
2. Provide proper guidance and oversight of CHIA educational and special events and programs to drive success. Examples of special events and programs include eLearning programs, webinars, annual convention and other CHIA-hosted activities.
3. Communicate to the President and Board Advocate when volunteer workgroups do not meet important time-sensitive deadlines.
4. If necessary, recommend convention sites to the CHIA Board of Directors based on CHIA-required specifications; negotiate the final contract with the hotel(s) and convention center for lodging, room block, meetings, social event space and speakers.
5. Provide volunteer workgroup chairpersons and members with resources on speaker selection, program development, and program logistics.

6. Provide volunteer workgroup chairpersons with guidance and information related to CHIA procedures and the success measures/deliverables related to their respective workgroups.
7. Coordinate CHIA's legislative activities and administer the CHIA's bill track system, assisting the Legislation and Advocacy Committee with bill tracking. Work with the Legislation and Advocacy Committee, providing bill updates and other activities as directed by the CHIA Board of Directors. Present written and/or public testimony on CHIA's positions on proposed bills and regulations, as approved and instructed by the CHIA Board of Directors.

AHIMA and External Organizations

1. Act as primary liaison with AHIMA; manage and maintain positive relationships with AHIMA leaders and other Component Association (CA) leaders.
2. Assure CHIA complies with AHIMA's Affiliation agreement and AHIMA Bylaws; provide annual and periodic reports to AHIMA, as required.

Professional Designations and Membership

1. Hold and maintain an active RHIA or RHIT credential.
2. Maintain membership in AHIMA and apply for membership with CHIA within 30 days.

Work Location

1. The Interim CEO/ED will work remotely. It is expected that the ED will travel to necessary locations as often as needed to fulfill the requirements of the position.

Qualifications

1. Minimum of a Bachelor's degree or equivalent experience in the health information profession.
2. Certification as an RHIA or RHIT.
3. A California residence is not required; however, knowledge and understanding of California-specific rules, regulations and laws is preferred.
4. Minimum of 5 years progressive experience in senior-level leadership positions in health information management, including general supervision/management experience.
5. Experience in fiscal management, staff supervision and program administration, such as education development, planning meetings and events, revenue-generating initiatives, member services, growth and retention, along with addressing members' needs.
6. Demonstrated strong written and verbal communication skills including presentation and group facilitation experience.
7. Excellent interpersonal relationship skills.
8. Strong organizational skills with a commitment to efficient and productive work methods.
9. Detailed, action, and results-oriented, ability to work with deadlines.
10. Highly proficient in Microsoft Office applications, including Excel, virtual meeting platforms and basic database applications.
11. Ability to travel to conduct association business and attend meetings as needed.
12. General business and leadership skills.
13. General knowledge of non-profit association operations and responsibilities is a plus.