



Handbook on AHIMA Elected Positions

For members interested in the AHIMA Board of Directors, The Commission on Certification for Health Informatics and Information Management (CCHIIM), Council for Excellence in Education (CEE), and House of Delegates.

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Introduction

Each year, the AHIMA Nominating Committee seeks members interested in service in an elected position for AHIMA and its entities, CCHIIM, CEE, and House of Delegates. Some of these positions are defined in the [AHIMA Bylaws](#) Amended October 2020

References included are *italicized*:

- AHIMA Board of Directors, President/Chair-elect: Article V. Board of Directors and Article VI. Officers, 6.4 President/Chair
- AHIMA Board of Directors, Director: Article V. Board of Directors
- Commissioner, CCHIIM: Article XI. The Commission on Certification for Health Informatics and Information Management.
- Speaker-elect, House of Delegates: Article VII and 7.6

The [Timeline](#) for the Nomination and Election Process is available, so you are aware of the deadline dates.



President/Chair-elect, Board of Directors Position Description

Summary

The primary responsibility of the American Health Information Management Association (AHIMA) Board of Directors is to set the vision, mission, and strategic direction of AHIMA and to make certain contributions that lead the organization toward the desired performance and assure that it occurs. The Board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. AHIMA is a 30 + million-dollar business for which business-minded, strategic, and innovation people are needed to serve.

The President/Chair is the chief elected officer of AHIMA and presides at all meetings of members, the Board of Directors, and the Executive Committee. The role is a three-year position serving as President/Chair-elect the first year, President/Chair the second, and Past President/Chair the third year.

Italicized information below is from the AHIMA Bylaws on the position of President/Chair and Director on the AHIMA Board of Directors.

Members may serve only one term as the President/Chair-elect on the Board of Directors.

Powers and Duties

Duties of President/Chair. *The President/Chair shall be the chief elected officer of AHIMA. The President/Chair shall preside at all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair will determine, in consultation with the Chief Executive Officer, the regular agenda of all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair shall present a report at an Annual Meeting, appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Board of Directors, act as liaison between AHIMA's staff and the Board, and perform such other duties as are inherent in the office of President/Chair or as authorized by the Board of Directors. The President/Chair must be an Active Member of AHIMA as well as an AHIMA-approved certificant.*

Duties of President/Chair-elect. *The President/Chair-elect shall act in place of the President/Chair in the event of the absence of the President/Chair and shall exercise such other duties as may be delegated to the office by the Board.*

Board of Directors Powers and Duties

The business and affairs of AHIMA shall be managed by or under the direction of the Board of Directors. The Board of Directors shall hold and exercise all corporate authority and fiduciary duties of AHIMA except as otherwise provided by law, AHIMA's Articles of Incorporation, or these Bylaws. The duties of the Board of Directors in managing AHIMA shall include, but not be limited to, the following:

- To establish the mission, purposes, goals, and program priorities to be implemented by AHIMA's Chief Executive Officer and staff, through a strategic planning process;
- To ensure that appropriate governance and operational policies have been developed, adopted, and implemented by AHIMA to carry out its mission;
- To determine and set overall policy;
- To advocate the mission, values, accomplishments, and goals of AHIMA to the members and to the public at large;
- To determine, monitor, and strengthen programs that are responsive to the needs of the members and are central to AHIMA's mission;
- To establish fiscal policy, including budget authorization and oversight;
- To develop adequate resources to ensure financial stability for AHIMA's activities;
- To establish, develop, and maintain an effective and responsive corporate structure for AHIMA and its related entities, including but not limited to the creation of new affiliates and integrated commissions;
- To select, retain, support, evaluate the performance of, and discharge the Chief Executive Officer of AHIMA;
- To orient and evaluate the Directors and Officers of the Board of Directors; and
- To render a year-to-date report on the financial status and activities of AHIMA to the House of Delegates at the national conference of AHIMA and a full report to the members.

Open Positions

- One open position

Qualifications

The President/Chair must be an Active Member of AHIMA as well as an AHIMA-approved certificant. Also see the qualifications under Director.

Candidates must demonstrate leadership skills and possess governance and fiduciary experience. The Nominating Committee might seek candidates with certain types of skills or experience to complement those of continuing Directors thereby strengthening the Board's overall ability to govern and represent the interests of our diverse membership. Candidates for President/Chair-elect must demonstrate the ability to effectively chair a Board of Directors and be an accomplished communicator.

As a candidate, you are **required** to complete a Participation Agreement and submit to the AHIMA staff on or before the application deadline. If you do not, you will not be considered for candidacy.

Role and Responsibilities

President/Chair

1. The role of the President/Chair is to ensure the integrity of the Board's process and to represent the Board to outside parties.

2. The President/Chair strives to ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
3. The authority of the President/Chair consists of making decisions on behalf of the Board. This authority extends to all decisions which fall within and are consistent with any reasonable interpretation of Board policies, except where the Board specifically delegates portions of this authority to others.
4. Empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
5. The President/Chair will represent the Board to outside parties in announcing Board-stated positions and in stating presidential decisions and interpretations within the area delegated to him or her.
6. In accordance with the Foundation Bylaws, the President/Chair of the AHIMA Board of Directors shall serve as ex-officio (non-voting) member of the Foundation Board.
7. Works closely with the President/Chair-elect to ensure continuity of AHIMA's strategic planning process.
8. Shall serve as an ex-officio member of the CEE.

President/Chair-elect

1. Act in place of the President/Chair in the event of the absence of the President/Chair.
2. Works closely with the President to ensure continuity of AHIMA's strategic planning process.
3. In consultation with the President and other Board members and staff, appoints chairs and any members of committees that are outlined in AHIMA Bylaws; Article VIII, Sections 8.1-8.7. (Bylaws; Article XI, Section 2, 2.1 and Section 3.1)
4. Oversee the appointment process for the year as President/Chair.
5. May serve as a speaker or representative at other association meetings as requested by President/Chair.
6. Attends and assists in planning joint Board and council planning meetings, CSA Leadership Symposium, designated regional team meetings, and AHIMA Conference

Past President/Chair

1. Continues as a member of the Board.
2. Mentors future leaders of the Association.
3. Serves in leadership positions and undertakes special assignments.
4. Represents the Association when called upon by the President/Chair.
5. In accordance with CCHIIM Operational Code, the Past President/Chair of the AHIMA Board of Directors shall serve as ex-officio (non-voting) member of the CCHIIM Board along with the CEO and Certification staff.
6. Once off the Board, the **previous Past President/Chair** of the AHIMA Board of Directors (the individual that most recently completed the role as Past President/Chair) shall serve as one of two Board appointees to the AHIMA Nominating Committee for a two-year term, beginning the year that they exit the AHIMA Board.

Additionally, the President/Chair-elect serves as a member of the Board of Directors. Information on this role:

Qualifications, Board of Directors

Directors shall be committed to supporting and advancing the mission and purposes of AHIMA. Directors must be Active Members in good standing of AHIMA and a majority of members of the Board of Directors must be AHIMA-approved certificants.

Board members should have:

- Commitment to AHIMA, its mission and the diversity and inclusion statement.
- Knowledge about the programs and goals of the association.
- Capacity to focus that knowledge on decision making that benefits the organization.
- Ability and eagerness to deal with values, vision and the long-term future of the organization.
- Ability to participate assertively in deliberation.

Roles and Responsibilities

1. Governing is the primary work of the AHIMA Board of Directors, which essentially means assuming the leading role, in partnership with the CEO and executive staff, in continuously answering three preeminent questions:
 - a. Where should AHIMA be headed in the future— and what should it become over the long run - to best serve its members and healthcare?
 - b. What should AHIMA be doing now and in the near term to reach goals and maximize its impact?
 - c. How is AHIMA performing in terms of realizing its vision and mission and carrying out its strategic and operational plans?
2. The "products" or job contributions of the Board shall be:
 - a. To act as the link between the organization and its "ownership" as trustees to the membership
 - b. To guard the vision and values of the organization, both currently and in the future.
 - c. To serve as liaisons to the Component State Associations to exchange AHIMA strategic information and assist in planning.
 - i. Assignment of four to five CSAs and responsible for attending CSA annual meetings and presenting under the Forward Funding Program.
 - ii. Connect with the CSA President, President-elect and/or CSA central office staff at least quarterly basis, unless a strategic AHIMA initiative demands more communication.
 - d. To oversee governing policies and procedures which, at the broadest levels, address: strategic outcomes, governance process, the Board-CEO relationship, executive limitations, board policy statements, financial oversight, and investment of assets.

General Expectations

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Performs duties of Board membership responsibly and uphold the values of the Association.

- Suggests possible nominees for the Board, councils, committees, and task forces and submit names of individuals who should be recognized through awards and other forms of recognition.
- Supports an atmosphere in which every member of the Board can actively and fully participate.
- Mentors future leaders of the Association.
- Serves in leadership positions and undertake special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follow relevant trends in healthcare and HIM.
- Refers matters of potential significance to the President and the Chief Executive Officer.
- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Communicates timely
- Prepares for, attends, and actively participate in meetings.
- Avoids conflicts of interest
- Participate as a fiduciary.

Time & Travel Commitment

- Approximately 35 in-person meeting days per year, including 5 Board meetings. Three are in conjunction with other meetings; Advocacy Summit, CSA Leadership Symposium, and AHIMA Conference. Additionally, attendance at the CEE meeting and the AOE Symposium and 13 days for industry events.
- One Board conference call, periodic Executive Committee conference calls, monthly Governance Committee conference calls, and monthly 1.5-hour CEE conference calls during the year
- Periodic calls with the CEO and bi-monthly calls with the Board members
- In addition to meetings, 8-10 hours per month individual time for researching information, talking/corresponding with other Board members.

Attributes

- HIM Industry knowledge / experience
- Innovator, change transformation leader
- Strategic thinker; Adept at strategic planning
- Knows the difference between governance and management, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff
- Adept at financial planning and understands and interprets financial statements
- Knows how to build and cultivate partnerships with stakeholders
- Knows how to be a team player: when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills

- Ability to work with diverse groups and ideas in a constructive way, respects diversity and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Values personal growth and learning, particularly covering matters confronting the Board and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that the Board has the authority and that the individual Board members have none, understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions as well as adapt

Please see the [2022 AHIMA Board of Directors Competencies](#) for this list and priority rank of the competencies to assess your competency in each area.

Italicized information above is from the AHIMA Bylaws on the position of President/Chair and Director on the AHIMA Board of Directors, [AHIMA Bylaws](#).

All nominees are required to complete the [Participation Agreement for Directors](#) along with the application. Submit to profession.governance@ahima.org no later than March 31, 2021.

Director, Board of Directors Position Description

Summary

The primary responsibility of the American Health Information Management Association (AHIMA) Board of Directors is to set the vision, mission, and strategic direction of AHIMA and to make certain contributions that lead the organization toward the desired performance and assure that it occurs. The Board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. AHIMA is a 30 + million-dollar business for which business-minded, strategic, and innovation people are needed to serve.

Members may serve only one term as a Director on the Board of Directors.

Powers and Duties

The business and affairs of AHIMA shall be managed by or under the direction of the Board of Directors. The Board of Directors shall hold and exercise all corporate authority and fiduciary duties of AHIMA except as otherwise provided by law, AHIMA's Articles of Incorporation, or these Bylaws. The duties of the Board of Directors in managing AHIMA shall include, but not be limited to, the following:

- To establish the mission, purposes, goals, and program priorities to be implemented by AHIMA's Chief Executive Officer and staff, through a strategic planning process;
- To ensure that appropriate governance and operational policies have been developed, adopted, and implemented by AHIMA to carry out its mission;
- To determine and set overall policy;
- To advocate the mission, values, accomplishments, and goals of AHIMA to the members and to the public at large;
- To determine, monitor, and strengthen programs that are responsive to the needs of the members and are central to AHIMA's mission;
- To establish fiscal policy, including budget authorization and oversight;
- To develop adequate resources to ensure financial stability for AHIMA's activities;
- To establish, develop, and maintain an effective and responsive corporate structure for AHIMA and its related entities, including but not limited to the creation of new affiliates and integrated commissions;
- To select, retain, support, evaluate the performance of, and discharge the Chief Executive Officer of AHIMA;
- To orient and evaluate the Directors and Officers of the Board of Directors; and
- To render a year-to-date report on the financial status and activities of AHIMA to the House of Delegates at the national conference of AHIMA and a full report to the members.

Open Positions

- Three open positions

Qualifications

Directors shall be committed to supporting and advancing the mission and purposes of AHIMA. Directors must be Active Members in good standing of AHIMA and a majority of members of the Board of Directors must be AHIMA-approved certificants.

Board members should have:

- Commitment to AHIMA, its mission and the diversity and inclusion statement.
- Knowledge about the programs and goals of the association.
- Capacity to focus that knowledge on decision making that benefits the organization as a whole.
- Ability and eagerness to deal with values, vision and the long-term future of the organization.
- Ability to participate assertively in deliberation.

As a candidate, you are **required** to complete a [Participation Agreement for Directors](#) form and submit to profession.governance@ahima.org at AHIMA on or before the application deadline. If you do not, you will not be considered for candidacy.

Roles and Responsibilities

1. Governing is the primary work of the AHIMA Board of Directors, which essentially means assuming the leading role, in partnership with the CEO and executive staff, in continuously answering three preeminent questions:
 - a. Where should AHIMA be headed in the future– and what should it become over the long run - to best serve its members and healthcare?
 - b. What should AHIMA be doing now and in the near term to reach goals and maximize its impact?
 - c. How is AHIMA performing in terms of realizing its vision and mission and carrying out its strategic and operational plans?
2. The "products" or job contributions of the Board shall be:
 - a. To act as the link between the organization and its "ownership" as trustees to the membership
 - b. To guard the vision and values of the organization, both currently and in the future.
 - c. To serve as liaisons to the Component State Associations to exchange AHIMA strategic information and assist in planning.
 - i. Assignment of four to five CSAs and responsible for attending CSA annual meetings and presenting under the Forward Funding Program.
 - ii. Connect with the CSA President, President-elect and/or CSA central office staff at least quarterly basis, unless a strategic AHIMA initiative demands more communication.
 - d. To oversee governing policies and procedures which, at the broadest levels, address: strategic outcomes, governance process, the Board-CEO relationship, executive limitations, board policy statements, financial oversight, and investment of assets.

General Expectations

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Performs duties of Board membership responsibly and uphold the values of the Association.
- Suggests possible nominees for the Board, councils, committees, and task forces and submit names of individuals who should be recognized through awards and other forms of recognition.
- Supports an atmosphere in which every member of the Board can actively and fully participate.
- Mentors future leaders of the Association.
- Serves in leadership positions and undertake special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follow relevant trends in healthcare and HIM.
- Refers matters of potential significance to the President and the Chief Executive Officer.
- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Communicates timely
- Prepares for, attends, and actively participate in meetings.
- Avoids conflicts of interest.
- Participate as a fiduciary.

Time & Travel Commitment

- Approximately 21 in-person meeting days per year, including 5 Board meetings. Three are in conjunction with other meetings; Advocacy Summit, CSA Leadership Symposium, and AHIMA Conference.
- Approximately 10-15 days for travel and presentation at 4-5 CSA Annual Meetings, depending on the meeting's location.
- One Board conference call, possibly monthly conference calls if on a Board Committee, and monthly 1.5-hour CEE conference calls during the year
- Bi-monthly calls with the President/Chair-elect
- In addition to meetings, 2-4 hours per month individual time for researching information, talking/corresponding with other Board members.

Board Attributes

- HIM Industry knowledge / experience
- Innovator, change transformation leader
- Strategic thinker; Adept at strategic planning
- Knows the difference between governance and management, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff

- Adept at financial planning and understands and interprets financial statements
- Knows how to build and cultivate partnerships with stakeholders
- Knows how to be a team player: when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills
- Ability to work with diverse groups and ideas in a constructive way, respects diversity and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Values personal growth and learning, particularly covering matters confronting the Board and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that the Board has the authority and that the individual Board members have none, understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions as well as adapt

Please see the [2022 AHIMA Board of Directors Competencies](#) for this list and priority rank of the competencies to assess your competency in each area.

Italicized information above is from the [AHIMA Bylaws](#) on the role of the Board of Directors and the position of Director on the AHIMA Board of Directors.

All nominees are required to complete [Participation Agreement for Directors](#) along with the application. Submit to profession.governance@ahima.org no later than March 31, 2021.



CCHIIM Commissioner Position Description

Summary

The Commission on Certification for Health Informatics and Information Management shall exist to serve the public by establishing, implementing and enforcing standards and procedures for certification and recertification of health informatics and information management professionals. They provide strategic oversight of AHIMA certification programs and are empowered with the sole and independent authority in all matters pertaining to both the initial certification and certification maintenance of HIIM professionals and serve a three-year term.

Powers and Duties

The Commission shall exist as an independent body within AHIMA; however, for tax, fiscal, and other administrative purposes, the Commission shall be considered an AHIMA function. The Commission has sole and independent authority in all matters pertaining to the certification and recertification activities of health informatics and health information professionals. In sponsoring the Commission, AHIMA shall act consistently with the accreditation standards and related requirements of any and all relevant third-party accreditation systems. The policies and procedures for the operation of the Commission shall be set forth in the AHIMA Commission on Certification for Health Informatics and Information Management Operating Code and in such other ancillary documents as the AHIMA Board of Directors and the Commission shall deem appropriate.

Open Positions

- Two open positions
- Priority for 2021 Nominees: Nominee must have the following credential: RHIT

Qualifications

Any AHIMA Certified Professional who meets all of the following shall be eligible for nomination as an At-large or Representative CCHIIM Commissioner:

1. *Understandings for Nomination and Service*
 - a. *Participation: Potential nominees understand and agree to abide by CCHIIM prescribed standards for participation and conduct with respect to all CCHIIM activities.*
 - b. *Ethics and Conduct: Potential nominees are made aware that if appointed or elected must adhere to all CCHIIM governance policies and procedures. This includes reviewing, attesting, and signing all CCHIIM documentation with respect to confidentiality, conflict(s) of interest and disclosure, all state and federal laws, and intellectual property rights, as applicable, and as set forth in the CCHIIM Certification policies and procedures.*

2. *Requirements for Nomination of Representative and At-large Commissioners (nominees must meet all criteria as defined below):*
 - a. *Health Informatics and Information Management (HIIM) Competence: Currently AHIMA-credentialed member in good standing and has been AHIMA certified for a minimum of five years.*
 - b. *HIIM-relevant work: Currently performs HIIM-relevant work and has a minimum of five years or more performing HIIM-relevant work.*
 - c. *Leadership Experience: Has documented successful volunteer leadership experience which can be demonstrated through participation in HIIM and other, non-HIIM organizations or associations.*
3. *Designations: The specific designation of representative Commissioners by role, setting, representation, or other classification, if applicable, shall be determined by the AHIMA Board of Directors, and shall be provided to the AHIMA Nominating Committee in advance of their work.*

Exclusions to Nomination

- Any AHIMA Certified Professional who currently performs or represents any of the following exclusions, even though they may meet all the requirements, will be deemed temporarily ineligible for nomination to CCHIIM, until such time that the exclusion can be deemed no longer active:
 - Currently serves on the AHIMA Board of Directors.
 - Currently serves on the Commission on Accreditation for Health Information and Informatics Management Education (CAHIIM) Board of Directors, the Council for Excellence in Education (CEE), AHIMA Foundation, or is a paid AHIMA staff member.
 - Has previously served on CCHIIM.

Note: Individuals currently serving their CSA as an officer or in the House of Delegates or serving on a National AHIMA or affiliate volunteer group are eligible for nomination to CCHIIM but must complete their term or put in writing that they will resign from their current position prior to the start of the CCHIIM term.

Roles, Responsibilities, and Restrictions

1. *Abide by all CCHIIM Understandings for Nomination and Service as referenced in this Operating Code, and further defined in the policies and procedures, at all times while participating in CCHIIM meetings, when performing CCHIIM work, or when representing CCHIIM publicly.*
2. *Attend and participate in all CCHIIM meetings or provide notice when unavailable to attend a meeting.*
3. *Fulfill responsibilities assigned by CCHIIM, including responsibilities related to a committee or task force appointment.*
4. *Disclose fully any perceived conflicts of interest.*

General Expectations

Tenure – all Commissioners shall serve a three (3) year term. Terms commence on January 1 and conclude on December 31 at the end of each Commissioner’s respective term. Terms shall be staggered to maintain continuity. Any Commissioner may request to have his/ her term extended. By recommendation of the Chair and receiving a

majority vote of all Commissioners, the extended Commissioner shall be re-appointed for additional one (1) year term, which must be: A) Consecutive to the original term, and B) Cannot exceed a maximum of two additional one (1) year terms. The total duration of consecutive service to the Commission by any Commissioner cannot exceed five (5) years in total.

Time & Travel Commitment

- Potential Commissioners must be available to commit to:
 - Three (3), 1.5-hour conference calls during the year
 - 2-day meeting held in the Spring and Fall of each year (virtually or in person)
 - One new member orientation lasting half a day held in conjunction with the Fall meeting
 - Take part in Exam development sub-committee work and conference calls
 - If elected to executive level position, attend AHIMA Conference, Assembly on Education Symposium, ICE Conference, and Leadership Symposium (as assigned), and participate in monthly or every other month 1-hour Executive Committee call

Attributes

Individuals who are interested in applying for a position on the CCHIIM must possess the following attributes:

- Has documented successful volunteer leadership experience at the Board of Director level (National, Regional, State, or Local), or equivalent. Examples include: Chair, President, Vice President, Director/Commissioner/Board Member, etc. Volunteer leadership experience can be demonstrated through participation in HIIM and other, non-HIIM organizations or associations
- HIM Industry knowledge / experience
 - Understanding of the healthcare ecosystem and the impact on AHIMA and the HIM profession (including policy and legislation)
 - Experienced in a field or endeavor that contributes to the disciplines that affect AHIMA and the HIM profession (i.e., advocacy, certification, CDI, coding, compliance, corporate management, information technology, privacy and security, public policy, and revenue cycle)
 - Understanding of members' demographics and needs
- Innovator, change transformation leader
- Strategic thinker; Adept at strategic planning
- Knows the difference between policy decisions and operations, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff
- Knows how to be a team player: when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills

- Ability to work with diverse groups and ideas in a constructive way, respects diversity and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Values personal growth and learning, particularly covering matters confronting the CCHIIM and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that the CCHIIM exists to serve the public (not limited to the AHIMA membership), understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions, as well as adapt
- Future thinking (awareness of emerging roles and functions)
- Healthcare industry knowledge (not just HIM)
- Understanding of the role of lifelong learning, continuing education, and workforce/professional development
- Global market perspective in HIM is a plus

Please see the [2022 CCHIIM Competencies](#) for this list and priority rank of the competencies to assess your competency in each area.

Italicized information in Summary and Powers & Duties is from the [AHIMA Bylaws](#) on the position of Commissioner on The Commission of Certification for Health Informatics and Information Management.

Italicized information in Qualifications, Roles, Responsibilities, and Restrictions, and General Expectations is from the [Commission on Certification for Health Informatics and Information Management \(CCHIIM\) Operating Code](#).

More information about [CCHIIM](#)



Council for Excellence in Education

CEE Council Member Position Description

Summary

The AHIMA Council for Excellence in Education (CEE) exists to improve and adapt the education strategy for health information and related professions, focused on future opportunities and challenges. It is responsible for fostering support and adoption of new initiatives and improvements to curriculum, credentials, academic programs and resources. Focus on the changing needs of the students and working professionals and consider innovative ways of providing world class education in HIM.

The CEE council member is a health information professional currently practicing in industry and/or academia. The CEE council member is an Active AHIMA member who abides by the AHIMA code of ethics and performs in a non-biased advisory capacity to ensure academic and workforce alignment in support of AHIMA strategy.

Powers and Duties

The CEE provides advisement to AHIMA regarding education and workforce. The collective expertise of the CEE is utilized to support the vision, mission and strategies set by the AHIMA Board of Directors in relationship to the alignment of educational and workforce driven skills and competencies. The CEE is responsible for the direction of initiatives and deliverables carried out by the CEE workgroups and ad hoc task groups.

Open Positions

- One open position
- Members may serve only one term as a council member.
- Members serve a three-year term
- CEE is made up of both educators and practitioners. For 2022, we need to elect practitioners to maintain the Council balance. AHIMA values both perspectives to represent the profession. It's more important than ever that we work together.

Qualifications

- To qualify for placement on the ballot, the individual must be a Professional member.
- All candidates should be able to demonstrate prior leadership skills and experience that reflect the CEE attributes.
- The Nominating Committee may seek candidates with certain types of skills or experience to complement those of continuing CEE Members thereby strengthening the CEE's overall ability to represent the interests of academic and workforce stakeholders
 - Current CEE: 11 Council members; 10 educators, 1 practitioner

Exclusion to Nomination

- *Council members may not serve in a position for their CSA as an officer or in the House of Delegates while serving their term on the CEE.*
- *Council members may not serve in a position on a National or International AHIMA or affiliate volunteer group while serving their term on the CEE.*
- *Council members may not serve in a position for CCHIIM, CAHIIM, or any related commissioned or council activities.*
- *Council members may not serve in any capacity that might give the appearance of conflict of interest.*

Roles and Responsibilities

- Understand and articulate the AHIMA Mission and Vision to ensure the CEE sets initiatives and deliverables aligned to AHIMA strategic objectives.
- Abide by the AHIMA Code of Ethics.
- Perform duties of the CEE responsibly and uphold the values of AHIMA and the CEE.
- Support an atmosphere in which every member of the CEE can actively and fully participate.
- Mentor future academic stakeholder leaders.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Represent the CEE when called upon to do so.
- Refer matters of potential significance to the Chair of the CEE.
- Support the consensus of the group and enforce our duty of loyalty.
- Communicate between regularly scheduled meetings, by participating in conference calls collectively or as part of a team.
- Suggest possible nominees for the councils, workgroups, and task forces.
- Answer correspondence promptly.
- If available, attend the Assembly on Education Symposium/ held annually at their own or their employer's expense.
- Adhere to travel and expense guidelines and procedures if applicable.

General Expectations

Council members are expected to participate in:

- *One CEE Strategy & Planning Retreat (virtual or in-person) typically held in the first quarter*
- *Scheduled conference calls at a date and time established by the members of the Council*
- *Assembly on Education Symposium (if available, at own expense)*
- *Ad-hoc workgroup and/or task force meetings*
- *Prepare for and participate in CEE and other meetings by previewing the agenda and meeting materials*
- *Ask timely and substantive questions at the CEE, workgroup and other meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the CEE*

- Maintain confidentiality of the CEE deliberations as indicated and speak for the CEE only when authorized to do so
- Avoiding Conflicts:
 - Serve AHIMA and the CEE rather than any special interest group or constituency
 - Avoid even the appearance of a conflict of interest that might impact the CEE and disclose any possible conflicts to the CEE in a timely fashion
 - Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate
 - Understand fully, comply with, and adhere to the terms and spirit of the AHIMA's conflicts of interest and dualities and confidentiality and nondisclosure agreements

Time & Travel Commitment and Term of Office

- Council members are elected or appointed to serve a 3-year term.
- Council members must participate in scheduled conference calls and attend the Strategy & Planning Retreat as indicated above.
- Council members may also serve as a liaison or chairperson for CEE workgroups and/or may be required to participate in workgroup meetings.
- Council members may represent the CEE on AHIMA workgroups and/or on special taskforces as assigned.
- Council members' time commitment varies depending on the needs of the Council and workgroups but is estimated to be 8-10 hours per month.

Attributes

- HIM Industry knowledge / experience
- Maintains knowledge and understanding of emerging trends in education, workforce, and healthcare (future thinking)
- Understands the role of lifelong learning
- Recognizes that organizational and system changes are inevitable
- Solutions-oriented
- Innovator, change transformation leader
- Strategic thinker; Adept at strategic planning
- Knows the difference between governance and management, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff
- Knows how to be a team player: when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills
- Ability to work with diverse groups and ideas in a constructive way, respects diversity and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard

- Values personal growth and learning, particularly covering matters confronting the Board and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that the Board has the authority and that the individual Board members have none, understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions as well as adapt

Please see the [2022 CEE Competencies](#) for this list and priority rank of the competencies to assess your competency in each area.

Italicized information above is from the CEE Policies and Procedures.



Speaker-elect, House of Delegates Position Description

Summary

The House of Delegates shall have a Speaker, whose function shall be to preside at any meeting of the House of Delegates and to serve as the primary liaison between the House of Delegates and the Board of Directors. The Speaker must be an Active Member of AHIMA, an AHIMA-approved certificant, and a current or previous member of the House of Delegates. The Speaker shall serve, ex officio with vote, as a member of the Board of Directors. The Speaker shall not be eligible for election as an Officer of the Board of Directors while serving as Speaker.

The House of Delegates shall elect annually a Speaker-elect. The Speaker-elect must be an Active Member of AHIMA, an AHIMA-approved certificant, and a current or previous member of the House of Delegates. The Speaker-elect shall act in place of the Speaker in the event of the absence of the Speaker and shall exercise such other duties as may be delegated to the office by the House of Delegates. The Speaker-elect shall assume the office of the Speaker upon the expiration of the Speaker's term of office or in the event of a vacancy in the office.

Powers and Duties

The House of Delegates shall have primary responsibility and authority for establishing the position of AHIMA and taking action on the following matters:

- a. *The standards governing the health information management profession, including:

 - *the AHIMA Code of Ethics*
 - *Standing rules of the House of Delegates*
 - *Development of positions and best practices in health information management**
- b. *Election of six (6) members of the AHIMA Nominating Committee in accordance with the process set forth in the AHIMA Policy and Procedure Manual.*
- c. *Any other matters put before the House of Delegates by the AHIMA Board of Directors for final consideration and action.*

Open Positions

- One open position

- Two-year term; first year as Speaker-elect, second year as Speaker

Qualifications

- Active member
- AHIMA-approved certificant
- Current or previous member of the House
- Demonstrate leadership skills and experience commensurate with leading the House, the body that governs the profession.
- Members may serve only one term as a Speaker-elect of the House of Delegates.
- If elected, the person must resign as a member of the House and/or CSA officer.
- The Speaker-elect is unable to hold a position on the CSA Board or delegate during term of office as Speaker-elect and Speaker of the House.

Roles and Responsibilities

- Participates as a member of the House in all meeting and electronic dialogues.
- Prepares for office by being familiar with House materials and participates in House of Delegates activities.
- Develops the work plan and agendas for meetings as webinars as designated in conjunction with the Speaker.
- Presides over the House Leadership Team developing agenda content and program of work in conjunction with the House Leadership co-chair. The team:
 - Serves as a steering committee consisting of one (1) delegate from each CSA.
 - Ensures effective HoD operations through alignment with strategy.
 - Fosters the overall delegate experience and provides oversight of task force progression.
- Presides over the quarterly House Forum identifying topics, developing agenda content and program of work.
- Ensures democratic process at House meetings by following AHIMA Bylaws and parliamentary process.
- Refers all motions from House meetings to the appropriate organizational units.
- Serves as a moderator for electronic dialogues in the House communication platform.
- Provides support and closely works with the Speaker in order to ensure continuity from one year to the next by maintaining routine communication.
- Delivers incoming Speaker address at the annual House meeting.
- Ensures orientation of incoming delegates and oversees development of orientation materials.
- Participates in AHIMA Board of Directors meetings and conference calls as invited, excluding voting.
- Performs additional functions, as needed, to assist in facilitating work of the House of Delegates.

General Expectations

- Understands and articulates AHIMA's mission, vision, values, strategies, policies, programs, services, and strengths.
- Mentors future Association leaders.

- Serves in leadership position and undertakes special assignments willingly and enthusiastically.
- Represents the Association when called upon to do so.
- Becomes informed about and follows relevant trends in healthcare and HIM.
- Refers matters of potential significance to the AHIMA President/Chair and the Chief Executive Officer.
- Expresses opinions for the good of the Association, rather than to advance one's personal agenda.
- Suggest possible nominees for the Board, councils, committees, and task forces and submit names of individuals who should be recognized through awards and other forms of recognition.
- Communicates between regularly scheduled meetings, by
 - Participating in conference calls collectively or as part of a team
 - Answering correspondence promptly

Time & Travel Commitment

Guest on the Board of Directors:

- Approximately 21 in-person meeting days per year, including 5 Board meetings. Three are in conjunction with other meetings; Advocacy Summit, CSA Leadership Symposium, and AHIMA Conference.

Serving as Speaker-elect:

- Monthly calls for the House of Delegates, planning calls, and House Speaker/Speaker-elect calls.
- In addition to meetings, 2-4 hours per month individual time for researching information, talking/corresponding with delegates and House co-chairs.

The Speaker-elect position serves as ex-officio member of the House without vote. The Speaker-elect shall assume the office of the Speaker upon the expiration of the Speaker's term of office or in the event of a vacancy in the office. The Speaker-elect shall act in place of the Speaker in the event of the Speaker's absence and shall exercise such other duties as may be delegated to the office by the House.

The Speaker-elect may be called on to attend Board meetings, related House meetings, and other meetings in preparation for the role as Speaker of the House.

Attributes

- HIM Industry knowledge / experience
- Innovator, change transformation leader
- Strategic thinker; Adept at strategic planning
- Knows the difference between governance and management, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff
- Adept at financial planning and understands and interprets financial statements
- Knows how to build and cultivate partnerships with stakeholders

- Knows how to be a team player: when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills
- Ability to work with diverse groups and ideas in a constructive way, respects diversity and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Values personal growth and learning, particularly covering matters confronting the Board and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that the Board has the authority and that the individual Board members have none, understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions as well as adapt

Please see the [2022 AHIMA Board of Directors Competencies](#) for this list and priority rank of the competencies to assess your competency in each area.

Role as Speaker of the House of Delegates

After serving as Speaker-elect, the member becomes the Speaker of the House of Delegates. The Speaker serves a one-year term and presides over the House while serving as the primary liaison between the House and the Board of Directors (BOD). The Speaker shall not be eligible for election as an officer of the Board of Directors while serving as Speaker, as outlined in the AHIMA Bylaws.

General Expectations

- Same as above

Roles and Responsibilities

House of Delegates

- Presides over the House.
- Presides over the annual House meeting and delivers the Speaker address.
- Develops the work plan and agendas for meetings as webinars as designated.
- Participates as a member of the House in all meeting and electronic dialogues.
- Prepares for office by being familiar with House materials and participates in House of Delegates activities.
- Preside over the Envisioning Collaborative Team; developing agenda content and program of work in conjunction with the Envisioning Collaborative co-chair. The team:
 - 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.
- Develops the Environmental Scan Report used by the BOD to develop and refine AHIMA’s strategy.
- Performs additional functions, as needed, to assist in facilitating work of the House of Delegates.

- Ensures democratic process at House meetings by following AHIMA Bylaws and parliamentary process.
- Refers all motions from House meetings to the appropriate organizational units.
- Serves as a moderator for electronic dialogues in the House communication platform.
- Works together with AHIMA President/Chair-elect on committee and House co-chair appointments.
- Provides support and closely working with the Speaker-elect in order to ensure continuity is kept from one year to the next by maintaining routine communication.
- Ensures orientation of incoming delegates and oversees development of orientation materials.
- Serves ex officio with vote, as a member of the Board of Directors. The Board of Directors meets at least four times a year and follows Article V of the AHIMA Bylaws.

Time & Travel Commitment

Serving on the Board of Directors:

- Approximately 21 in-person meeting days per year, including 5 Board meetings. Three are in conjunction with other meetings; Advocacy Summit, CSA Leadership Symposium, and AHIMA Conference.
- Monthly conference calls for the Governance Committee.
- Bi-monthly calls with the President/Chair-elect
- In addition to meetings, 2-4 hours per month individual time for researching information, talking/corresponding with other Board members.

Serving as Speaker:

- Monthly calls for the House of Delegates, planning calls, and House Speaker/Speaker-elect calls.
- In addition to meetings, 2-4 hours per month individual time for researching information, talking/corresponding with delegates and House co-chairs.
- Prepare for and participate in Board, Committee, and other meetings, including the Advocacy Summit in Washington, DC, the July CSA Leadership Symposium in Chicago and the AHIMA Conference.
- Monitor the Board of Directors activities on at least a weekly basis.
- Ask timely and substantive questions at Board, committee and other meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the Board.
- Maintain confidentiality of the board's executive sessions and speak for the Board or AHIMA only when authorized to do so.
- Attends the Board retreat in January, the BOD meetings in March, July and in conjunction with the AHIMA Conference.
- Participates in meetings involving issues of a critical nature requiring close Board coordination.
- Prepares for BOD meetings by being familiar with HoD materials.
- Supports an atmosphere in which every member of the board can actively and fully participate.
- Communicates between regularly scheduled meetings, by
 - Participating in conference calls collectively or as part of a team

- Monitoring the Board of Directors communication timely
- Answering correspondence promptly
- **Liaison Roles and Special Assignments**
 - Serving on one of the Board Committees and on special committees as assigned.
 - Speaking to groups of members at component state association or other meetings, as requested.
 - Serving as liaison from the Board of Directors to committees, councils, task forces and other bodies
 - Representing AHIMA with alliance and other groups.
- **Avoiding Conflicts**
 - Serve AHIMA as a whole rather than any special interest group or constituency.
 - Avoid even the appearance of a conflict of interest that might embarrass the board or AHIMA and disclose any possible conflicts to the Board in a timely fashion.
 - Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate.
 - Understand fully, comply with, and adhere to the terms and spirit of AHIMA's conflicts of interest and dualities and confidentiality and nondisclosure agreements.
- **Fiduciary Responsibilities**
 - Exercise prudence with the Board in the control, transfer, and investment of funds.
 - Consider the impact of each recommendation and decision on AHIMA's mission and resources.
 - Adhere to expense guidelines and expense reporting procedures.
 - Read and understand the AHIMA financial statements and status, and otherwise help the board fulfill its fiduciary responsibility.
- **Fundraising**
 - Give an annual gift to the AHIMA Foundation according to personal means.
 - Assist the Foundation and staff by supporting fundraising strategies through personal influence with others (corporations, individuals, and foundations).

Attributes

- HIM Industry knowledge / experience
- Innovator, change transformation leader
- Strategic thinker; Adept at strategic planning
- Knows the difference between governance and management, knows how to differentiate the important from the unimportant
- Creative problem solver
- Experience leading and managing teams, ability to work with and be supportive of staff
- Adept at financial planning and understands and interprets financial statements
- Knows how to build and cultivate partnerships with stakeholders

- Knows how to be a team player: when to listen and when to speak up and ability to work to build consensus through collaboration
- Effective communication and presentation skills
- Ability to work with diverse groups and ideas in a constructive way, respects diversity and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Values personal growth and learning, particularly covering matters confronting the Board and AHIMA, is personally challenged by what is best for AHIMA and the profession, accepts that the Board has the authority and that the individual Board members have none, understands the complexity of challenges facing AHIMA
- Able to be decisive and comfortable with large-scale decisions as well as adapt

Please see the [2022 AHIMA Board of Directors Competencies](#) for this list and priority rank of the competencies to assess your competency in each area.

Italicized information is from the [AHIMA Bylaws](#) on the position of Speaker, House of Delegates and Director on the AHIMA Board of Directors.

[More information on the House of Delegates](#)

All nominees are required to complete the [Participation Agreement for Directors](#) along with the application. Submit to profession.governance@ahima.org no later than March 31, 2021.