

NMHIMA Board positions – Expectations and estimated time commitment

I. President Elect/President/Past President

- i. Commitment to Board- 3 years
 - a. First year: President-Elect
 - b. Second year: President
 - c. Third year: Past-President
- ii. Expectations:
 - President:
 - a. Serve as first Delegate to the American Health Information Management Association House of Delegates (some travel required)
 - b. Attend Leadership conference, Hill Day & other AHIMA meetings as necessary (some travel required)
 - c. Review and provide comments for upcoming AHIMA articles/practice briefs/other publications
 - d. Attend House of Delegate Webinars
 - e. Become familiar with the procedures for Component State Associations
 - f. Attend Board meetings biweekly, must attend all
 - i. Prepare agenda for Board meetings and for annual meetings
 - ii. Maintain and update NMHIMA strategic plan
 - iii. Identify needed workgroups and appoint chairperson for workgroup
 - President –elect:
 - a. Serve as Chairman of the Nominating Committee
 - b. Serve as Second Delegate to the AHIMA House of Delegates
 - c. Perform duties of the President during his/her absence
 - Past-President:
 - a. Assist with President and President-elect duties as requested
 - b. Serve as third delegate to AHIMA House of Delegates

Estimated time commitment: 15 – 20 hours per month*

II. Secretary & Treasurer

- i. Commitment to Board- 2 years
- ii. Expectations:
 - a. Attend Board meetings biweekly
 - b. Maintain minutes for NMHIMA Board meetings
 - c. Oversee the management and reporting of the NMHIMA finances
 - d. Receive and disburse all state association money and keep a record
 - e. Provide quarterly profit and loss reports to the Board
 - f. Develop long range financial plan in conjunction with strategic plan annually
 - g. Oversee accountant's submission of all tax forms

Estimated time commitment: 10 – 15 hours per month*

III. Member-at-Large

- i. Commitment to Board: 3 years
- ii. Expectations:
 - a. Attend Board meetings biweekly
 - b. Represent the voice of the NMHIMA membership
 - c. Assist the Board with planning and carrying out educational activities
 - d. Chair or participate in committees as directed by the President

Estimated time commitment: 5 – 10 hours per month*

IV. Nominating Committee

- i. Commitment to Board: 1 years
- ii. Expectations:
 - a. Attend Board meetings biweekly
 - b. Recruit volunteers for the annual ballot
 - c. Prepare ballot
 - d. Chair or participate in committees as directed by the President

Estimated time commitment: 5 – 10 hours per month* Additional time may be required during the ballot preparation

V. Student Member

- i. Commitment to Board: 1 year
- ii. Expectations:
 - a. Attend Board meetings biweekly
 - b. Represent the voice of the NMHIMA student membership
 - c. Assist the Board with planning and carrying out educational activities
 - d. Chair or participate in committees as directed by the President

Estimated time commitment: 5 – 10 hours per month*

*Additional time may be required