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