Operations Manual

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INTRODUCTION
The MaHIMA Operations Manual contains the basic information regarding the bylaws, policies and procedures of the Association. The Bylaws portion of this manual is only updated after any changes have been approved by the membership and submitted to AHIMA. The policy and procedure section of this manual is reviewed and revised annually in keeping with the Bylaws and current policies and procedures of the organization. The MaHIMA Operations Manual is maintained electronically.
BYLAWS OF MASSACHUSETTS HEALTH INFORMATION MANAGEMENT ASSOCIATION

Article I NAME

1.1 Name. The name of the organization is the Massachusetts Health Information Management Association (hereinafter, “MaHIMA”).

Article II OFFICES AND REGISTERED AGENT

2.1 Offices and Agent. MaHIMA shall have and maintain in the State of Massachusetts a registered office and a registered agent, whose office shall be the same as that of the Association. The location of this office and the designation of a registered agent shall be determined by the Board of Directors, which also may establish such other offices and agents, within or without the State of Massachusetts, as may be deemed necessary.

Article III PURPOSES

3.1 Purposes and Mission. The affairs and activities of MaHIMA shall be carried out at all times for the purposes and in accordance with the terms set forth in its Articles of Incorporation and these Bylaws, and in conformity with all applicable provisions of the Internal Revenue Code of 1986, as amended, (the “Code”) affecting nonprofit organizations qualified for tax-exempt status as described in section 501(c)(6)] of the Code. The primary purpose of MaHIMA as a member association is to commit to excellence in the management of health information for the benefit of patients and providers. Its mission is to lead the health informatics and information management community to advance professional practice and standards in Massachusetts. MaHIMA shall be and is a nonprofit corporation under the laws of the State of Massachusetts.

Article IV MEMBERS

4.1 Members. MaHIMA shall have one or more types of members, as shall be determined from time to time by the Board of Directors. The members of MaHIMA shall be those qualifying individuals who support the mission and purposes of MaHIMA and of the American Health Information Management Association (“AHIMA”) and are willing to abide by the AHIMA Code of Ethics; apply for membership in MaHIMA and in AHIMA; are approved for membership; and who pays dues timely that are established by AHIMA. The Board of Directors shall have the right to deny or terminate the membership of any individual, or to deny access to or participation in the programs or services of MaHIMA, if such individual fails to meet the qualifications for membership or fails to pay dues on a timely basis.

4.2 Rights of Members. Membership shall entitle individuals to participate in the programs and services of MaHIMA, and to be a member of a Component State Association as defined in the AHIMA Bylaws, with the rights and benefits that are accorded to members by MaHIMA and by AHIMA from time to time. Active Members shall have the right to elect the Board of Directors of MaHIMA, and certain Officers of MaHIMA, as set forth below.
4.3 **Types of Members.** The membership of MaHIMA shall include [Active, Student, Honorary, Global and Emeritus].

4.3.1 **Active.** Any professional in the health information management profession or its related fields who meets the qualifications set forth in these Bylaws is eligible for Active membership. Active Members in good standing shall be entitled to full membership privileges including the right to vote on matters before the members.

4.3.2 **Student.** Any full or part-time student formally enrolled in a CAHIIM- accredited or AHIMA-approved program, including those that are pending accreditation/approval, or enrolled in another course of study acceptable to AHIMA, who meets the qualifications set forth in these Bylaws is eligible for Student membership. A student may retain this type of membership until the first qualifying examination for which he or she is eligible, after which time the student shall be transferred to Active membership. Student Members shall have the same rights and privileges as Active Members, except that, Student Members shall not have any voting privileges or be eligible to serve as an Officer or Director of AHIMA or MaHIMA, or to serve in the House of Delegates.

4.3.3 **Honorary.** Any individual who has made a significant contribution to health information management science or has rendered distinguished service in the health information management profession or its related fields may be awarded honorary membership in MaHIMA by the Board of Directors. Honorary Members shall have no formal responsibilities or voting rights and shall be exempt from the payment of dues. An Honorary Member may hold no other type of membership in AHIMA; however, Honorary Members who were Active Members at the time of their appointment shall retain their voting privileges.

4.3.4 **Emeritus.** In recognition of their service to the profession, AHIMA members that are age 65 and over are eligible for recognition as a member Emeritus in AHIMA and in MaHIMA and shall be eligible for senior member dues status. Members Emeritus in good standing shall have all membership privileges available to Active Members, including the right to vote.

4.3.5 **Global.** Any professional in the health information management profession or its related fields whose primary mailing address is outside the United States is eligible for Global membership. Global Members shall be entitled to digital membership privileges including the right to vote on matters before the members.

4.4 **Application.** All applications for membership in AHIMA shall be on a form approved by the AHIMA Board of Directors and shall be accompanied by the then applicable dues and fees for the relevant type of members.

4.5 **Failure to Pay Dues and Fees.** Members shall pay membership dues and fees to AHIMA within thirty (30) days of their due date. Failure to timely pay dues and fees shall cause a
member to cease being in good standing and may be grounds for expulsion from membership in MaHIMA under the procedures set forth in the MaHIMA Policy and Procedure Manual.

4.6 **Expulsion.** Any member who violates the Bylaws of AHIMA or MaHIMA, the AHIMA Code of Ethics, the AHIMA Standards for Initial Certification, or the AHIMA Standards for Maintenance of Certification may be expelled from membership in MaHIMA under the procedures set forth in the AHIMA and/or the MaHIMA Policy and Procedure Manuals.

4.7 **Reinstatement.** A former member whose resignation has been accepted by AHIMA, or has been inactive, may be reinstated upon reapplication and payment of the current year's dues and fees. A former member who was expelled from membership for non-payment of dues or fees may be reinstated upon reapplication and payment of the current year's dues and fees as well as any reinstatement fee that may be specified by the Board of Directors.

4.8 **Annual Meeting of the Members.** An annual meeting of the members shall be held each year for the purpose of education on matters of relevance to the health information management profession and to MaHIMA, professional networking, and for the transaction of such other business as may come before the meeting.

4.9 **Special Meetings of the Members.** Special meetings of the members of MaHIMA or of any committees or teams of members may be held at any time or place upon call by the Chair of the Board of Directors. Notice shall be provided stating the time and place of the meeting and the purpose or purposes for which the meeting is called.

4.10 **Waiver of Notice.** A member may waive any notice requirement by signing a written waiver of notice and delivering it to MaHIMA for inclusion in the minutes or filing with the corporate records. A member’s attendance at a meeting shall constitute waiver of notice unless he or she, at the beginning of the meeting, objects to holding the meeting or discussing business at the meeting.

4.11 **Quorum for Elections.** A quorum for any elections by the members shall consist of not less than three percent (3%) of the Active Members of MaHIMA, voting in the form of an official electronic or written ballot in accordance with the MaHIMA Policy and Procedure Manual.

**Article V BOARD OF DIRECTORS**

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

(a) To establish the mission, purposes, goals, and program priorities to be implemented by MaHIMA’s members through a strategic planning process;
(b) To ensure that appropriate governance and operational policies have been
developed, adopted, and implemented by MaHIMA to carry out its mission;

(c) To determine and set overall policy;

(d) To advocate the mission, values, accomplishments, and goals of MaHIMA to the
members and to the public at large;

(e) To determine, monitor, and strengthen programs that are responsive to the needs of
the members and are central to MaHIMA’s mission;

(f) To establish fiscal policy, including budget authorization and oversight;

(g) To develop adequate resources to ensure financial stability for MaHIMA’s activities;

(h) To establish, develop, and maintain an effective and responsive corporate structure
for MaHIMA;

(i) To select, retain, support, evaluate the performance of, and discharge the
Administrative Director of MaHIMA;

(j) To orient and evaluate the Directors and Officers of the Board of Directors; and

(k) To render a full report on the financial status and activities of MaHIMA to its
members.

5.2 Number and Composition. There will be a total number of three Directors of MaHIMA.
Directors shall be elected at large by the Active Members. The President/Chair of the Board
(hereinafter, the “President/Chair”), the President/Chair-elect, and the immediate Past
President/Chair shall serve as ex officio Directors with vote and shall be counted toward the
number of Directors required under this section and for purposes of determining a quorum.

5.3 Qualifications. Directors shall be committed to supporting and advancing the mission and
purposes of MaHIMA. Directors must be Active Members in good standing of MaHIMA

5.4 Nomination. Candidates for election as at-large Directors shall be nominated by the
Nominating Committee in accordance with Section 8.4. Nominations may be made at or prior to
the time at which an election of Directors is to be held.

5.5 Election and Term of Office. The Active Members shall elect Directors annually by electronic
ballot at a time and under procedures set forth in the MaHIMA Policy and Procedure Manual.
Election shall be by a plurality of the votes cast by the Active Members. Directors shall take
office in accordance with the CSA Affiliation Agreement following their election. At-large
Directors shall hold office for a term of two years and until their successor is elected and
qualified or until their earlier death, resignation, or removal. Up to two at-large Directors shall
be elected each year to provide for staggered terms, unless a different number is necessary in a
given year in order to fill vacancies. Ex officio Directors shall serve as Directors for as long as they hold their office.

5.6 Resignation and Removal. Any Director may resign at any time by giving written notice of resignation to the Board of Directors of MaHIMA. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice. Any Director who is absent from three (3) consecutive meetings of the Board of Directors without good cause acceptable to the Board shall be deemed to have resigned. The Board of Directors may remove any Director whenever in its judgment the best interests of MaHIMA will be served thereby. The removal of any Director shall be by an affirmative vote of the majority of the entire Board of Directors. Such removal shall be without prejudice to the contract rights, if any, of the person so removed, but election of a Director shall not of itself create contract rights.

5.7 Vacancies. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

5.8 Leave of Absence. A Director may take up to a one (1) year leave of absence from service as a Director for good cause subject to the approval of the Board. No vacancy shall be created as a result of a Director taking an approved leave of absence; however, the Board may designate another individual to serve as a Director, or another Director to serve in any office or on any committee in place of the Director on leave, until such time as the leave is completed. A Director who fails to return to Board service at the end of the leave of absence shall be deemed to have resigned.

5.9 Regular Meetings. An Annual Meeting of the Board of Directors shall be held, without other notice than these Bylaws, at a place and time as shall be determined by the Board of Directors. The Board of Directors may provide by resolution the time and place for the holding of additional regular meetings of the Board of Directors without notice other than the resolution. The Board shall hold at least four (4) regular meetings each year. An Annual Meeting may be held at the same time and place as a regular meeting.

5.10 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President/Chair or by Directors constituting a majority of the entire Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may designate the meeting's location.

5.11 Notice of Special Meetings. Five (5) days’ notice of any special meeting of the Board of Directors shall be given; except that, in the event of an emergency as determined by the Executive Committee, the notice period may be waived. If mailed, the notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope, with postage thereon prepaid, addressed to the Director at his or her address as shown in the records of MaHIMA. If notice is given by electronic communication, the notice will be deemed to be delivered upon an effective transmission of the electronic communication to the Director at his
or her electronic communication address as shown in the records of MaHIMA. Neither the business to be transacted at, nor the purpose of, any special meeting of the Board of Directors need be specified in the notice of the meeting.

5.12 Waiver of Notice. A Director may waive any notice requirement by signing a written waiver of the notice and delivering it to the Board of Directors of MaHIMA. Attendance of a Director at any meeting shall constitute a waiver of notice of the meeting except when a Director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened, and does not thereafter vote for or assent to action taken at the meeting.

5.13 Manner of Voting. A majority of the votes of the Directors who are present in person at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the Board of Directors, unless the vote of a larger number is required by law, by the Articles of Incorporation, or by these Bylaws. Directors may not vote by proxy.

5.14 Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a majority of the Directors are present, a majority of those present may adjourn the meeting to another time.

5.15 Informal Action. Any action required by law to be taken at a meeting of the Directors, or any action that may be taken at a meeting of the Directors, may be taken without a meeting, if consents in writing, setting forth the action so taken, are signed by all of the Directors and the written consents are included in the minutes of the proceedings of the Board of Directors or filed with the corporate records. The consents shall have the same effect as an unanimous vote of the Board of Directors for all purposes. Written consents and signatures may be in electronic form to the extent permitted by applicable law.

5.16 Use of Electronic Meeting and Notice Resources. Any meeting provided for in these Bylaws may be conducted electronically, either in lieu of or as an extension of an in-person meeting, to the extent permitted by applicable law. For purposes of this section, electronic meetings include net meetings, webinars, chat rooms, conference calls, or any other electronic medium in which Directors may both send and receive contemporaneous interactive communications, to the extent permitted by law. Participating in a meeting by such means constitutes presence in person at the meeting.

5.17 Compensation. Directors may not be compensated for their services as Directors of MaHIMA, but may be reimbursed for their reasonable out-of-pocket expenses incurred in attending Board meetings or otherwise in connection with the performance of their duties as Directors. However, the Board may provide for payment by MaHIMA of a reasonable stipend to the President/Chair and the President/Chair-elect in recognition of the time commitment to MaHIMA required of service in these officer positions. Directors may be compensated for their personal and professional services rendered to or on behalf of MaHIMA if approved in advance by the Board and subject to compliance with MaHIMA’s conflicts of interest policy.
5.18 Procedure. The proceedings and business of the Board of Directors shall be conducted in accordance with the rules of order established by the Board from time to time, unless the conduct of a matter is otherwise governed by the provisions of applicable law, the Articles of Incorporation, or these Bylaws.

Article VI OFFICERS

6.1 Officers. The elected Officers of MaHIMA shall consist of a President/Chair, President/Chair-elect, and the Past-President. The Board may also appoint such other Officers as, in its judgment, are necessary to conduct the affairs of MaHIMA. No Officer shall execute, acknowledge, or verify any instrument in more than one capacity which is required by law or by these Bylaws to be executed, acknowledged, or verified by two or more Officers.

6.2 Election and Term of Office. The President/Chair-elect of MaHIMA shall be elected annually by the Active Members. The President/Chair-elect shall assume the office of the President/Chair upon the expiration of the President/Chair’s term of office or in the event of a vacancy in the office. Elections shall be by electronic ballot at a time and under procedures set forth in the MaHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active Members. Officers shall take office in accordance with the CSA Affiliation Agreement, following their election. Each Officer shall hold office for one (1) year and until his or her successor shall be elected and qualified, unless he or she shall sooner resign or be removed or otherwise become disqualified to serve.

6.3 Resignation and Removal. Any Officer may resign at any time by giving written notice of his or her resignation to the Board of Directors of MaHIMA. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice. The Board of Directors may remove any Officer whenever in its judgment the best interests of MaHIMA will be served thereby. The removal of any Officer shall be by an affirmative vote of the majority of the Board of Directors. Such removal shall be without prejudice to the contract rights, if any, of the person so removed, but election or appointment of an Officer shall not of itself create contract rights. Vacancies among the Officers shall be filled by the Board of Directors.

6.4 Duties of President/Chair. The President/Chair shall be the chief elected officer of MaHIMA. The President/Chair shall preside at all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair will determine 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 MaHIMA’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 MaHIMA as well as an AHIMA-approved certificant.
6.5 **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.

**Article VII AHIMA HOUSE OF DELEGATES**

7.1 **Purpose.** The AHIMA House of Delegates exists to govern the profession of health information management by providing a forum for membership and professional issues and to establish and maintain professional standards of the membership. The House of Delegates advises the AHIMA Board of Directors on matters of importance to the membership and to the health information management community at large.

7.2 **Apportionment and Term of Office.** Each Component State Association is represented by at least one (1) delegate. The number of delegates representing each component state association and term of office is determined in the AHIMA Bylaws.

7.3 **Election and Term of Office.** The President/Chair, President-Elect, and Directors shall serve as the delegates for MaHIMA. The Past-president shall serve as the alternate delegate. Delegates shall take office in accordance with the CSA Affiliation Agreement following their election.

**Article VIII COMMITTEES**

8.1 **Committees.** The Board of Directors, by resolution adopted by a majority of the full Board of Directors, may designate one or more committees to carry on authorized activities of MaHIMA. Committees may be formed on an ad hoc basis for a defined period of time or effort as provided for in the resolution. The Board President/Chair shall select and appoint the members and the chairs of all committees, unless otherwise specified herein. Committee Chairs must be Active Members of MaHIMA. The Board President/Chair may attend and participate in meetings of any committees, and shall have voting rights in committees to the extent provided for in the resolution or in these Bylaws. The Board President/Chair may, to the extent permitted by law, appoint members to a committee who are not Directors. Committee members who are not Directors may not have voting power on any committee permitted to act on behalf of the Board of Directors without further action. The provisions of these Bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors, shall apply to committees and their members as well. The President shall ensure that each committee has sufficient support to enable it to discharge its duties.

Each committee shall exercise the authority of the Board of Directors to the extent authorized by the Board of Directors. However, a committee may not by itself:

(a) Approve action that requires full Board approval;

(b) Fill vacancies on the Board of Directors or any of its committees;

(c) Amend the Articles of Incorporation;
d. Adopt, amend, or repeal the Bylaws;

(e) Approve a plan of merger or consolidation;

(f) Employ or discharge from employment the Administrative Director

Diversity is a core value of MaHIMA which shall guide the activities of the Board and its committees. Each committee shall be responsible within its focus area for promoting broad diversity in the governance, staffing, outreach, and programs of MaHIMA. This includes, but is not limited to, fostering links between MaHIMA and other organizations serving various underrepresented populations, and reviewing MaHIMA’s programs, publications, and initiatives to assure multi-cultural sensitivity and inclusivity.

There shall at all times be standing committees as set forth in Sections 8.2-8.4.

8.2 Executive Committee. The Executive Committee shall be comprised of the President/Chair, the President/Chair-elect, the immediate Past President/Chair, and the Directors. When the Board of Directors is not in session, the Executive Committee shall possess and exercise all powers of the Board of Directors in the management of the business and affairs of MaHIMA that lawfully may be exercised by the Executive Committee, except as specified in Section 5.1. [The Executive Committee shall make a report and recommendations to the full Board of Directors regarding the compensation of MaHIMA’s Administrative Director. The Executive Committee shall provide reasonable notice under the circumstances to the full Board of Directors of action taken by the Committee between meetings. The Executive Committee shall then provide a complete report on such action at the next meeting of the Board, and may elect to do so in executive session.

8.3 Finance Committee. The Finance Committee shall be comprised of no fewer than three (3) Directors appointed by the Board President/Chair. The Chair of the Committee shall be appointed by the Board President/Chair. The Finance Committee shall be responsible for oversight of the financial operations of MaHIMA.

The Committee shall undertake the following responsibilities:

(a.) Review, discuss and recommend changes to the proposed annual MaHIMA budget and submit for approval to the Board of Directors;

(b.) Review, discuss and approve the monthly financial statements for MaHIMA;

(c) Present MaHIMA’s financial statements to the Board of Directors for approval at each meeting;

(d) Periodically, review and discuss the quality, quantity, substance and dissemination of financial information provided to the Board of Directors and the Committee, recommending improvements as necessary; and
(e) Monitor the investments of MaHIMA and develop and recommend to the Board changes to MaHIMA’s investment and endowment policies as appropriate.

8.4 Nominating Committee.

(a) Chairman. The Chairman of the Nominating Committee shall serve a one-year term and be an active member of this Association. With the approval of the Board of Directors, the President-elect will appoint the Chairman annually.

(b) Members. With the approval of the Board of Directors, the outgoing President-elect will appoint the chairperson and one at-large member. The Committee shall consist of three (3) additional active members and one alternate elected by the membership at the Annual State Business Meeting and shall serve a two-year term.

(c) Duties. The duties of this Committee shall be to prepare, at least thirty (30) days before the Annual meeting, a ballot of nominees for each office.

(d) Reports. The ballot shall constitute the annual report of the Committee. Any recommendations of the Nominating Committee shall be made to the Board of Directors.

Article IX CONTRACTS, CHECKS, AND DEPOSITS

9.1 Contracts. The Board of Directors may authorize any officer or agent of MaHIMA, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of MaHIMA. Such authority may be general or confined to specific instances.

9.2 Checks, Drafts, and Notes. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of MaHIMA shall be signed by the officer or agent of MaHIMA so designated and in the manner so determined by resolution of the Board of Directors.

9.3 Deposits. All funds of MaHIMA shall be deposited from time to time to the credit of MaHIMA in those banks, trust companies, or other depositories selected by the Board of Directors.

Article X FISCAL YEAR

10.1 Fiscal Year. The fiscal year of MaHIMA shall be from July 1 to June 30.
Article XI BOOKS AND RECORDS; ELECTRONIC COMMUNICATIONS

11.1 Books and Records. MaHIMA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors, and all committees, and shall keep at the principal office of MaHIMA a record of the names and addresses of the Directors. All books and records of MaHIMA may be inspected by any Director at any reasonable time.

11.2 Electronic Communications. Any act which must be taken in writing under these Bylaws, or which requires the signature of an individual, may in the alternative be taken in an electronic communication and with an electronic signature to the extent permitted by applicable law and in accordance with the MaHIMA Policy and Procedure Manual.

Article XII INDEMNIFICATION

12.1 Indemnification. MaHIMA may indemnify Directors, Officers, employees, and agents of AHIMA to the maximum extent permitted by applicable law.

Article XIII LOANS; CONFLICTS OF INTEREST; COMPLIANCE

13.1 Loans. No loans shall be made by MaHIMA to its Directors or Officers.

13.2 Conflicts of Interest Policy. MaHIMA shall adopt and abide by a conflicts of interest policy to protect MaHIMA’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private financial interest of a Director, Officer or other disqualified person as defined by Section 4958 of the Internal Revenue Code. The policy shall also address non-financial conflicts that may be adverse to the interests of MaHIMA. The conflicts of interest policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and tax-exempt organizations.

Article XIV AMENDMENTS

14.1 Adoption of Amendments. The power to alter, amend, or repeal the Bylaws of MaHIMA, or to adopt new bylaws, is vested in the Active Members of MaHIMA. The affirmative vote of a two-thirds (2/3) majority of the votes of the Active Members cast at a meeting at which a quorum is present shall be sufficient to effectuate such action. A proposal to the Active Members to amend the Bylaws may be initiated by the Board of Directors and/or any Active Member of MaHIMA at any time that is at least forty (30) days prior to the meeting at which a vote on the proposal is to be taken. In the absence of such prior notice, the Active Members may still consider a proposal to amend the Bylaws upon the affirmative vote to do so if a two-thirds (2/3) majority of the votes of the Active Members cast at a meeting at which a quorum is present, and if the consideration is approved, may adopt the proposal upon the affirmative vote of at least ninety percent (90%) of the votes of the [the Active Members cast at such meeting. Notwithstanding the foregoing, any proposed revisions or amendment of the Bylaws of MaHIMA shall be submitted for review and approval to the AHIMA Board of Directors prior to adoption,
and they shall comply with the provisions governing Component State Associations as provided for in the AHIMA Bylaws and in the AHIMA Policy and Procedure Manual.

14.2 Record of Amendments. Whenever an amendment or new Bylaw is adopted, a copy shall be appended to or noted at the appropriate place in the original Bylaws. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be appended to or noted at the appropriate place in the original Bylaws. Alternatively, MaHIMA may restate the bylaws in their entirety as amended.

Adopted: 01/31/2014

CERTIFICATE OF PRESIDENT-CHAIR I, the undersigned, do hereby certify:

1. That I am the duly elected and acting President-Chair of the Massachusetts Health Information Management Association.

2. That the foregoing Bylaws constitute the Bylaws of the organization as duly adopted and approved on January 31, 2014, by the Board of Directors.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of President-Chair this 31 day of January, 2014.

______________________________
Nancy Wallace-LaFianza

MaHIMA President

Modified By-Laws Approval: May 6, 2014

** Changes since approved in January 2014 do not constitute material changes to the content of the by-laws.

______________________________
Nancy Wallace-LaFianza

MaHIMA President
OPERATIONS MANUAL - POLICIES

1. Access Membership Listings
   1.1 The MaHIMA Membership listing is the property of AHIMA. Submit all requests for this
       information directly to AHIMA.

   1.2 Registration lists for specific meetings are not available publicly except for the Annual
       Conference, which is released to the attendees and exhibitors.

2. Archive Guidelines
   2.1 Permanent Retention
       ✓ Annual Reports
       ✓ Bylaws
       ✓ Historical Documents
       ✓ Listing of Officers and Delegates
       ✓ Minutes of Board of Directors Meetings
       ✓ Minutes of State Business Meetings
       ✓ Policies and Standing Rules
       ✓ MaHIMA Electronic Newsletters and Blogs
       ✓ Committee Chairperson and Member Lists
       ✓ Contracts
       ✓ Association Photographs
       ✓ Listing of Award Recipients

   2.2 Ten Year Retention
       ✓ Membership Listing
       ✓ Annual Financial Statements and Tax Returns
       ✓ Slate of Nominees for Officers and Delegates

   2.3 Seven Year Retention
       ✓ Quarterly Financial reports

   2.4 Three Year Retention
       ✓ CEU Logs – maintained in Cvent.

3. Awards
   3.1 The Association presents the following awards and acknowledgements on an annual basis as
       appropriate:

       Member Recognition
HIM Advocacy Award
Outstanding New Professional Award
Champion Award
Professional Achievement Award
Distinguished Member Award
HIM Team Excellence Award
Student Achievement Award
Outstanding Mentor Award
President’s Pin

3.2 The Director of Communication oversees the awards process.

3.3 The Board of Directors determines, during the budget process, the amount of MaHIMA funds to be allocated for gifts associated with these awards.

4. Board of Directors
4.1 Composition of the Executive Board of Directors (elected officers and directors with voice and vote) is as follows:
  o President (delegate)
  o President-elect (delegate)
  o Director Legislation/Advocacy (lead delegate)
  o Director Education (delegate)
  o Director Communications (delegate)
  o Past-President (alternate delegate)

4.2 Approves or authorizes all reports, recommendations or other actions of any committee, except such actions authorized by the Bylaws.

4.3 Establishes registration fees for all Association meetings.

4.4 The full Board of Directors is composed of the elected officers (see 4.1) and the chairperson(s) of each committee, task force and at large member positions currently in effect. It also includes the Parliamentarian, Archivist, Editor(s) of MaHIMA Electronic Communication Mediums, Administrative Director, Awards Chair, Finance Chair and Vice-Chair, and Member at Large, which have voice but no vote on the board.
4.5 Each committee/function will have a designated member from the Executive Board of Directors who will perform oversight. See the Organization Chart for the current designated member assignments.

4.6 All members of the board should attend all Board and State meetings. When unable to attend, the chairperson will appoint a committee member to attend or failing that; provide their executive board designated member with the committee report.

4.7 Minutes of all Board meetings will be sent to all board members within 14 days of the meeting for review via e-mail. The Executive Board will have five days to approve the final minutes which will then be submitted to the Administrative Director for posting to the web.

4.8 The Board of Directors may meet between scheduled meetings to review and discuss subjects to be included on the agenda by telephone, or email.

4.9 The Board of Directors, based on current needs of the membership, may change specific focus of the Directors. Changes should be made prior to selecting the nominees for the upcoming Association year.

4.10 Board Attendance and Removal of Officers and Directors is governed by the MaHIMA Bylaws. See Section 5.6 for Directors and 6.3 for Officers.

4.11 Board Attendance and Removal of other Board members (non-elected board members).

  o An attendance problem occurs if any of the following conditions exist in regard to a board member’s attendance at board meetings
    ✓ The board member has two un-notified absences in a row
    ✓ The board member has three notified absences in a row
    ✓ The board member misses one third of the total number of board/committee meetings in a twelve-month period.
  o If board-attendance problem exists regarding a board member, the President will contact the member to discuss the problem. The President may decide that the board member’s explanation and/or response is sufficient and may elect to close the issue. If the response is not sufficient, the member’s response will be shared with the Executive Board.
  o If the board decides to proceed with termination of the member’s board responsibilities, the President will contact the member to notify him/her of the board’s decision.
  o The President will appoint someone to fill the board position for the duration of the term, with the approval of the Executive Board.
5. Committees/Task Forces

5.1 The President appoints committee chairpersons and co-chairpersons, if necessary, with Executive Board approval for a one-year term.

5.2 Committee members are appointed by the chairperson with approval by the Executive Board. It is recommended that a minimum of five (5) and maximum of nine (9) members including the chairperson and co-chairperson serve on the committee. At least one member of the committee shall have recent experience with that committee. The executive board designated member shall be an ex-officio member.

5.3 All active, associate, student and corporate members in good standing are eligible to chair and serve on committees.

5.4 A committee member may be removed from the committee on the recommendation of the chairperson with the approval of the Board.

5.5 Appointments for vacancies on committees shall be made by the same procedure as the original appointment.

6. Conflict of Interest

Purpose:
Individuals elected or appointed to the Board of MaHIMA and members of MaHIMA committees shall not engage in activities that might interfere with their responsibilities to the organization or in transactions that reasonably might affect the judgments they exercise on behalf of the organization.

Policy:
A conflict of interest exists when the interests or concerns of any Officer, Board member or committee member are conflicting or competing with the interests or concerns of the organizations. This includes where an individual in any of the above listed positions may personally benefit, directly or indirectly, by a decision made by the Board. An example of a conflicting or competing interest may (but does not necessarily have to) involve an outside organization that has received funds from the organization, has granted funds to the organization, or has provided the organization with goods or services.

Anyone who serves as a director, trustee, officer, staff member, consultant or in a similar capacity to an organization that is currently providing funds to the organization or is providing goods or services to the organization, or is receiving financial support from the organization or has some other direct tangible financial relationship with the organization shall include such information on a form that the organization will collect annually, and shall provide updated information to the organization as circumstances change.
When any such conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person shall disclose the matter to the Board of Directors, or any relevant Committee, and such person shall not vote on the matter; if appropriate, such person shall also absent him/herself from the discussion of the matter.

The minutes of the meeting of the Board of Directors, or any Board committee shall reflect that the potential conflict of interest was disclosed, that the interested person did not participate in the voting on such matter, and, was not present during the discussion of such matter.

A copy of this Conflict of Interest Policy shall be furnished to each current officer, Board member and Committee member. This policy shall be reviewed annually or as requested by the officers. The Conflict of Interest Forms are signed annually at the Transitional Board meeting or within two weeks after the Transitional Board Meeting. Completed Conflict of Interest Forms are stored on file by the Administrative Director. The Administrative Director will notify the President of any Conflict of Interest forms not submitted on time for follow up with the officer(s).

(See also Conflict of Interest Questionnaire in Appendix D)

7. Corporate Partners

7.1 Any corporation, partnership or business organization interested in the purpose of MaHIMA is eligible for corporate membership.

7.2 Annual dues for corporate partner shall be $400. The membership year is from July 1 through June 30th. New corporate memberships that initiate after July 1 will be prorated per quarter.

7.3 Corporate partners receive:

- All MaHIMA communications, e-mail alerts, MaHIMA Electronic Communication Mediums and meeting notices.
- 25% discount electronic advertising opportunities including the MAHIMA website.
- Company listing on both the home page of the website and on the Corporate Partner page of the MaHIMA website and/or email address of their choice on the MaHIMA Corporate Partner page.

8. Consultant Requests

8.1 All requests for names of consultants will be directed to the Administrative Director.

9. Contracts

9.1 Contract negotiation, on behalf of MaHIMA, will be performed by officers or agents of this association only with approval by the Board of Directors as indicated in Article IX, 9.1 of the Bylaws.
10. Continuing Education Hours

10.1 The policies of MaHIMA for awarding continuing education (CE) hours must be in compliance with AHIMA guidelines.

10.2 The Director of Education or their designee shall be responsible for evaluating and approving CE hours for all MaHIMA sponsored or affiliate sponsored educational events. CE Hours awarded are maintained in Cvent.

11. Donations

11.1 The Association may extend sympathy to a member who has experienced a death in the immediate family or family of a deceased through the office of the President, facilitated by the Administrative Director.

11.2 The Board of Directors, through the budget process, will establish the amount of money to be donated each year to the AHIMA Foundation in memory of MaHIMA members or AHIMA officers who have passed away during the year.

11.3 Other donations may be made at the discretion of the Board of Directors with approval by the Executive Board.

12. Election of Officers

12.1 Election shall be a plurality of the votes cast by the active members in good standing in accordance with Article V, section 5.5 and Article VI, section 6.2 of the Bylaws.

12.2 The Administrative Director and Chairperson of the Nominating Committee will have access to the voting software and the ability to enter data and check the status of the campaign. A new election will be set up each year. The Administrative Director will contact the AHIMA Project Manager and liaison for the CSA’s to create the election ballot online including the dates of the election for initiating electronic set up.

12.3 Voting is electronically tallied through an online election using the AHIMA election software. Ballots and instruction on their use will be provided to all active members at least thirty (30), but recommended minimum of 45 days prior to the Annual Meeting.

12.4 Electronic ballots will be tallied according to the process provided by the electronic method.

12.5 Electronic voting will be terminated after the thirty (30) days has been reached.

12.6 The current President-elect will verify the results of the electronic vote and contact the candidates, President and Chair of the Nominating Committee with the results within 2 days of the close of the election. The membership will be notified via an e-alert after the candidates, President and Chair of Nominating are notified via e-alert.
13. Board Member-at-Large

13.1 The purpose of this policy is to establish a procedure, consistent with MaHIMA Regulations, to provide for a Members-at-Large position on the MaHIMA Board of Directors. The MaHIMA Member-at-Large is expected to better position MaHIMA and its leadership to represent the members of the association and profession at large.

13.2 MaHIMA will have a standard process to seek nominees and appoint a Member-at-large. The member-at-large is responsible for projects, reaching common goals, identifying problems and opportunities, setting goals, creating action plans, communicating officially and attending all Board meetings. Under the direction of the MaHIMA President, the Member-at-large works with MaHIMA committees, Board members and/or MaHIMA members to support the President in meeting his/her Board approved annual strategic goals. The Member-at-large may also represent MaHIMA members by recommending projects to the Board. The Member-at-large is responsible for reporting project status at Board Meetings. The Member-at-Large may serve for a minimum of one year to a maximum of three years.

13.3 Qualifications

- Must be an active MaHIMA member
- Working knowledge of health information management
- Honesty, integrity and adherence to high ethical standards
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction
- Sensitivity to and tolerance of different views, a friendly, responsible, and patient approach, and community-building skills
- Ability to listen, analyze, think clearly and creatively, work well with people

13.4 The Nominating Committee, at the direction of the President-elect, will forward notice, annually at the time of other vacant position notifications, to all MaHIMA members indicating any member in good standing may apply for the member-at-large position.

- Any MaHIMA member can submit a nomination for the position of Board member-at-large. Self-nominations are acceptable. However, only active members of MaHIMA are eligible to serve in this position. Nominations will be accepted through March 30.
- Nominations will be referred to the MaHIMA Nominating committee.
- The Nominating committee will, after collecting relevant information about the candidates and confirming their willingness to serve, forward candidates to the incoming President by April 15.
- The incoming President will interview candidates and seek Board approval of his/her choice, by April 30, in order that the President can begin acclimating the
incoming Member-at-large to his/her strategic goals prior to the first Board meeting.

14. Expenses and Reimbursement

14.1 Officers, Committee Chairpersons, Project Leaders, Coding Roundtable Coordinators and members will not be reimbursed for expenses for board or committee meetings.

14.2 Mileage for any Association related activity would not be reimbursed except with prior Board of Directors approval.

14.3 The President and President-elect shall each receive an annual expense stipend in the amount of $250 to be used at their discretion. The President and President-elect will submit an expense request to the Administrative Director for the stipends prior to the end of the association year.

14.4 Expenses for MaHIMA members appointed by the President or elected by the membership to travel and represent the Association, such as House of Delegates, Leadership and Hill Day, shall be reimbursed according to the MaHIMA Meeting Reimbursement table in Appendix A. Any exceptions to the policy must be documented in a formal request, by the President, and submitted to the Executive Board for consideration. The Executive Board will approve on a case-by-case basis.

14.5 No Board member should schedule travel and/or hotel arrangements without first having approval of the President.

14.6 The MaHIMA Meeting/Travel Expenses Statement see Appendix B) shall be completed and submitted to the Administrative Director within ten (10) working days of completion of travel.

15. Investment (to be developed)

16. External Membership

16.1 Whenever MaHIMA is invited to appoint a liaison committee to another organization, the members of that committee shall be representatives of the membership of MaHIMA.

16.2 Membership in another organization on behalf of MaHIMA shall be held through the office of the incumbent President or their designee.

17. Joint Meeting Collaboration Policy

17.1 A Joint Meeting Collaboration Agreement will be completed for programs that MaHIMA will jointly sponsor with another organization.

17.2 This agreement will cover the following categories and outline the roles and responsibilities or each organization
Advertising and Promotion

Sponsorships

Meeting Planning

Meeting Registrations

Expenses

Profit Sharing

17.3 This agreement will be signed by both the President and President-elect at the time that the event is scheduled to be held.

18. Maintenance of Tax Exemption (501-C-6)

18.1 MaHIMA is recognized as a non-profit, tax exempt organization by both the IRS and the Commonwealth of Massachusetts. This policy defines the use and adherence to guidelines provided by the tax-exempt status.

18.2 The Finance Committee Chair shall monitor adherence to Commonwealth of Massachusetts guidelines for maintenance of the tax-exempt status.

19. Policy Development

19.1 MaHIMA policies can be developed or suggested by any active voting member of MaHIMA. All suggested policies or changes to existing policies will be submitted in writing to the Planning Committee for review.

19.2 New or revised policies must be approved by a majority of the Board of Directors.

19.3 The Board of Directors, through the Planning Committee, is responsible for the ongoing maintenance of the MaHIMA Operations Manual.

20. Programs and Educational Workshops (Excluding Annual Conference)

20.1 An honorarium of $100 shall be offered to any speaker appearing on any program of the Association including MaHIMA members. Panel members will be offered a $50 honorarium or have that amount deducted from their registration fee.

20.2 Anticipated speaker fees that exceed the established honorariums and all speaker travel expenses must be approved by the Board of Directors.

20.3 Speaker fees for the Annual Conference are approved by the Annual Conference Oversight Committee, comprised of the Executive Directors, Finance Chair, Programming Chair, Vendor Chair and the Hospitality Chair.

20.4 Program fees shall be established after consideration of the estimated costs for the meeting and review of the budget.
- Non-member fees shall be 20% above the member fees
- Late registration charge of $10 may be assessed for registrations received after the program deadline.
- AHIMA/MAHIMA student member may attend all programs without registration fee. Accommodations and meal charges will be the responsibility of the student.

20.5 A separate fee structure will be maintained for the Coding Roundtable

20.6 A maximum of six (6) honorariums ($600) will be allowed for each area Coding Roundtable per year.

20.7 Registrant Cancellation

- In the event a registrant cannot attend the event they can send a substitute. If a substitute cannot attend, the registrant can apply the registration fee to another association event.
- Cancellations to any program must be received at least ten (10) or more days prior to the event in order to receive a refund.
- Cancellations less than 10 days prior to the event will forfeit the entire registration unless the cancellation is due to an emergency. The registrant must submit an explanation of the emergency to the Administrative Director.
- There will be a processing fee of $15 to cover administrative costs for any cancellation

20.8 Weather Related Cancellation

- Meetings will be cancelled in the event of a weather-related emergency based on one of the following criteria
  - The Governor issues a state of emergency and asks people not to drive
  - The Governance team determines based on weather forecasts that the majority of attendees will be driving in hazardous conditions during some portion of the day.
- Every effort will be made to notify registrants of a meeting cancellation through posting of a notice on the website, sending an e-Alert and when possible notification to major radio/TV stations.

20.9 Non-Payment of Registration Fees

- Registrants who do not pay for the meeting prior to arrival must pay on the day of the meeting in order to attend the event.
  - Exception: If the registrant has contacted the Administrative Director indicating that payment from their organization has been delayed but will be coming, the Administrative Director can make an exception to this policy
  - Registrants who do not pay and do not show up for the event will be charged a $15 processing fee if they fail to notify the Administrative Director of a cancellation according to the MaHIMA Cancellation Policy
21. Promotion of other Component State Association (CSA) Meetings

21.1 MaHIMA will post other CSA events on the MaHIMA website when meeting date and/or topic does not conflict with MaHIMA events.

21.2 MaHIMA will not send e-Alerts promoting other CSA events in which we are not collaborating due to time/cost constraints.

22. Publications

22.1 MaHIMA Connect is the official newsletter of MaHIMA, published a minimum of four (4) times per year. The editor will create deadlines for submission of articles to MaHIMA Connect. Target publication dates are July 1, October 1, January 1 and April 1.

22.2 MaHIMA Stay Connected is the official blog of MaHIMA, published bi-weekly.

22.3 MaHIMA e-alerts are used to disseminate announcements and items of immediacy for MaHIMA or AHIMA. E-alerts are managed by the Administrative Director.

22.2 All material may not reflect the official opinion of MaHIMA.

22.3 Editor(s) of the newsletter and blog will be appointed by the Director of Communications with approval of the Executive Board.

22.5 An Editorial Calendar will be created each year with topics that address trends in the industry, new technology, and people in the news and association goals for the year. The following table illustrates the timing and suggested content for each of the MaHIMA communication mediums.

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<thead>
<tr>
<th>Connect</th>
<th>Stay Connected</th>
<th>e-Alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timing</strong></td>
<td>Quarterly according to current schedule</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Standard Reports, longer articles, special features</td>
<td>200-600 word blogs focusing on current events, special interest items</td>
</tr>
<tr>
<td><strong>Content Examples</strong></td>
<td>• President’s Message</td>
<td>• Member/Student Spotlights</td>
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<td></td>
<td>• Quarterly Finance Reports</td>
<td>• Coding Q&amp;A</td>
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<td></td>
<td>• Delegates Report from AHIMA HOD</td>
<td>• Speaker profiles for upcoming meetings</td>
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<td></td>
<td>• Recap of speakers presentations from meetings</td>
<td>• Volunteer opportunities</td>
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<td>• Profiles of award</td>
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<td>Connect</td>
<td>Stay Connected</td>
<td>e-Alerts</td>
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</tr>
<tr>
<td>• Regulatory updates</td>
<td>• Highlights of current MaHIMA projects</td>
<td>winners</td>
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<tr>
<td>• Calendar of Events</td>
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22.8 All MaHIMA electronic communications mediums will be distributed using the MaHIMA mailing list.

23. **Waiver of Registration Fees**

23.1 All elected officers and directors will be excused from paying registration fees for the Fall and Winter meetings since their attendance at these meetings is required.

23.2 The President, President-elect and/or the Director of the specific committee arranging a MaHIMA event will be excused from paying the meeting registration fee when they are required to attend the meeting. This includes MaHIMA workshops, meetings, and joint meetings with other associations.

23.3 The President and President-elect will be excused from paying the meeting registration for the MaHIMA Annual meeting.

23.4 Currently AHIMA does not charge a registration fee for the Summer Leadership, Leadership Symposium & Hill Day and House of Delegates meetings. If a registration fee should be added for any of these meetings in the future, MaHIMA delegates attending these meetings will be reimbursed for these registration fees. Please note that the registration for the AHIMA Annual Conference is not covered by MaHIMA for any of the delegates attending the House of Delegates.

23.5 MaHIMA members who volunteer to assist the Administrative Director, up to a maximum of three (3) working at a program, will not be charged for registration and meals.

23.6 Any AHIMA/MaHIMA student member may attend all programs without registration fee. Accommodations and meal charges will be the responsibility of the student.

23.7 All speakers will have complimentary registration and meals for the day of the program at which they are speaking. Panel members will be offered an honorarium or have that amount deducted from their registration fee for the day they are speaking (see section 20 Programs and Educational Workshops for more details)

23.8 Coding Roundtable host facilities providing refreshments will not be charged a fee for up to 2 participants.

23.9 Photographer(s) engaged by MaHIMA will receive complimentary registration at the event for the day(s) of the event in which they are working.
• Job descriptions for the Chair and Vice-Chair of the Finance Committee will be used to solicit candidates with the interest and experience necessary to perform the duties of these roles. (see appendix D)
• The Vice-Chair position will assume the Chair position at the end of the Chairs term. Chair and Vice-Chair terms of office will be a minimum of two-years.
• Candidates will submit a letter of interest for the position along with information regarding their relevant financial experience.
• The President will solicit board members interested in serving on the interview committee. The current Finance Chair will be one of those members. Interviews with all candidates will be performed and a recommendation made to the Incoming President for the best qualified candidate.
• The Incoming President will make the appointment in keeping with Committee/Task Force policy.

OPERATION MANUAL - OFFICER RESPONSIBILITIES
A. President

1. General Duties
   1.1 Preside at all meetings of the Board of Directors and State Association
   1.2 Create and distribute meeting agenda for each Board of Directors and State Business meetings in collaboration with the Administrative Director.
   1.3 Serve on the following committees:
      - Planning
      - Finance
   1.4 Attend the AHIMA House of Delegates representing MaHIMA as a delegate
   1.5. Attend and appoint attendees to the AHIMA Leadership Conference in Chicago
   1.6 Attend and appoint attendee(s) to AHIMA Hill Day & Leadership Symposium in Washington DC
   1.7 Participate in the planning and approval of the MaHIMA Annual Meeting as a member of the Annual Meeting Oversight Committee.
   1.8 Ensure that all officers, committee chairs and other members of the Board of Directors are educated to the duties and procedures and provide at first transitional board meeting an orientation program to incoming members.
1.9 Provide overall responsibility for management of the association and ensure that each officer is appropriately managing their respective responsibilities according to the current policies and procedures.

1.10 Oversee functions of Administrative Director, negotiate contract and complete performance evaluation by June 30th.

1.11 President or representative will represent MaHIMA at all jointly held meetings

1.12 Review and revise all minutes of Board of Directors and State Business meetings within two weeks of receipt from President-elect.

1.13 Appoint Archivist to serve in advisory capacity

1.14 Appoint Parliamentarian to serve in advisory capacity

1.15 Approve the appointment of all committee chairs.

1.16 Oversee the Administrative Director sending welcome letters to new members and newly credentialed members of MaHIMA

1.17 Extend sympathy from the MaHIMA Board to association members or their family according to current policy. The facilitation of this is done by the Administrative Director

1.18 Prepare and submit President's message for website and MaHIMA Connect according to publication dates.

1.19 Review previous year's annual report with Past President and President-elect to formulate goals and objectives for the coming year at beginning of association year.

1.20 Review transitional items with President-elect at end of association by July 15th.

1.21 Prepare MaHIMA Annual Report and ensure its dissemination to membership by June 30th.

1.22 Assure that there is a reserve fund of monies of MaHIMA shall be placed in a savings or other asset account. The executive board after consultation with the Finance Committee may authorize the deposit of additional funds to the reserve account during the year.

1.23 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

1.24 Participate in review of AHIMA practice briefs and other AHIMA publications as requested.

2. State Meeting Duties
2.1 Preside over State Business meetings following agenda guidelines

As Incoming President
2.2 Install Past President at Annual State Business meeting according to process

2.3 Appoint Chairperson and one at-large member of the Nominating Committee at the Annual State Business meeting. Solicit nominations for the remaining additional active members and one alternate to be elected at the Annual State Business meeting. Nominating committee members are elected for a two year staggered term. Each year, two members or one member and the alternate will be elected to the committee. The Nominating Committee chair will manage the terms and inform the President of which positions are eligible for election each year.

2.4 Appoint Committee chairpersons with approval of Board of Directors by July 1st

2.5 Ensure that committee activity reports are shared with the membership via the web-site and at each business meeting

As Outgoing President

2.6 Perform installation of incoming officers at Annual State Business meeting according to installation process

3. Board of Director Duties

3.1 Propose schedule of Board meetings and meeting locations for the upcoming year, seek consensus for the meetings and have final schedule posted to the MaHIMA Board page, Calendar of Events and the AHIMA Massachusetts Engage Community by the Administrative Director

3.2 Fill vacancies during tenure for officers, committee chairs or other Board members (subject to any requirements of the Bylaws)

3.3 Ensure approval of upcoming programs and fees

3.4 Recommend action for removal of committee chairs for non-participation in association activities

3.5 Approve delegate expenses according to current policy and submit to Board of Directors for approval.

3.6 Present the President’s selection of delegates to attend AHIMA Leadership Symposums and Hill Day.

3.7 Obtain and review Dashboard reports within 5 business days before each Board Meeting. Submit reports to Administrative Director prior to the Board meeting for posting to the MaHIMA website.

3.8 Prepare and disseminate reports for any Board activity conducted between formal board meetings and ensure that information is added to minutes of next meeting.
3.9 Solicit nominations and obtain Board approval for any MaHIMA nominee to the AHIMA Nominating Committee every other year.

3.10 Assemble the Annual Report to be provided to the membership as soon as possible after the end of the association year, but not later than July 30th.

3.11 Oversee submission of Board meeting agenda, minutes and other pertinent documents to the Archivist by the Administrative Director.

4. Calendar of Events: President

<table>
<thead>
<tr>
<th>Month</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-June Incoming</td>
<td>✓ Attend MaHIMA Annual Meeting</td>
</tr>
<tr>
<td></td>
<td>o Be installed as President</td>
</tr>
<tr>
<td></td>
<td>o Seek nominations for Nominating Committee and appoint Nominating Committee Member at Large</td>
</tr>
<tr>
<td></td>
<td>✓ Meet with President-elect and Past-President to review items in transition for new year</td>
</tr>
<tr>
<td></td>
<td>✓ Obtain status of any ad-hoc committees to determine continuation for next year.</td>
</tr>
<tr>
<td>June</td>
<td>✓ Hold Transitional Board Meeting for incoming/outgoing officers and chairpersons</td>
</tr>
<tr>
<td></td>
<td>✓ Submit President’s message for MaHIMA Connect</td>
</tr>
<tr>
<td></td>
<td>✓ Ensure that all materials are passed to incoming officers and chairpersons for those individuals unable to attend transitional board meeting.</td>
</tr>
<tr>
<td>July</td>
<td>✓ Attend AHIMA Leadership Conference</td>
</tr>
<tr>
<td></td>
<td>✓ Submit budget requirements to Chairman Finance Committee</td>
</tr>
<tr>
<td>September</td>
<td>✓ Attend MaHIMA Fall Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Submit President’s message for MaHIMA Connect</td>
</tr>
<tr>
<td></td>
<td>✓ Ensure that Finance Chair has MaHIMA budget ready to present to membership</td>
</tr>
<tr>
<td>October</td>
<td>✓ Attend House of Delegates at AHIMA National Convention serving as delegate</td>
</tr>
<tr>
<td>November</td>
<td>✓ Submit President’s message for MaHIMA Connect</td>
</tr>
<tr>
<td>January</td>
<td>✓ Attend MaHIMA Winter Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Determine which delegates will attend AHIMA Hill Day and Leadership in DC</td>
</tr>
<tr>
<td>March</td>
<td>✓ Attend AHIMA Hill Day &amp; Leadership Symposium</td>
</tr>
<tr>
<td></td>
<td>✓ Submit President’s message for MaHIMA Connect</td>
</tr>
<tr>
<td></td>
<td>✓ Determine which delegates will attend AHIMA Leadership in Chicago.</td>
</tr>
<tr>
<td>April-May</td>
<td>✓ Obtain Annual Reports from Officers and Committees</td>
</tr>
<tr>
<td></td>
<td>✓ Prepare Outgoing President’s address</td>
</tr>
<tr>
<td>May-June Outgoing</td>
<td>✓ Attend MaHIMA Annual Meeting</td>
</tr>
<tr>
<td></td>
<td>o Install new officers</td>
</tr>
<tr>
<td></td>
<td>o Be installed as Past-President</td>
</tr>
<tr>
<td></td>
<td>✓ Collect and compile annual committee reports and prepare MaHIMA Annual Report by July 15.</td>
</tr>
</tbody>
</table>
5. Installation of Officers
Use only the portions of this script for the newly elected Director(s), President-elect, President, and Past President.

<table>
<thead>
<tr>
<th>Office</th>
<th>Installation Pledge</th>
</tr>
</thead>
</table>
| Director of Communications    | *<insert name>* as Director of Communications, you have been elected by the membership to serve the Association for the next two years. You will oversee all communication and marketing related activities for MaHIMA in addition to communications to our members and others through the website, our newsletter, written materials and social media. You will also oversee the awards process for acknowledging deserving members and students in the state.  
You will also serve as a Delegate for MaHIMA, and will represent the state membership in your voting at the national meeting and in other official voting.  
Do you *<insert name>* pledge yourself as Director of Communications to:  
• Attend all meetings of the Association and Board  
• Serve as an aide to the President and President-elect  
• Oversee all activities related to Communications and Public Relations  
• Oversee the MaHIMA Awards process  
• Represent the Association as a Delegate to AHIMA |
| Director of Education         | *<insert name>* as Director of Education, you have been elected by the membership to serve the Association for the next two years. During your term you will have the responsibility of overseeing the educational programs offered to our membership and making sure that the goals of MaHIMA are incorporated into the educational objectives of all Association programs.  
You will also serve as a Delegate for MaHIMA, and will represent the state membership in your voting at the national meeting and in other official voting.  
Do you *<insert name>* pledge yourself as Director of Education to:  
• Attend all meetings of the Association and Board  
• Serve as an aide to the President and President-elect  
• Oversee all education workshops and meetings, appointing Team Leaders  
• Represent the Association as a Delegate to AHIMA |
| Director of Legislation/Advocacy | *<insert name>* as Director of Legislation and Advocacy, you have been elected by the membership to serve the Association for the next two years. In your tenure as Director you will be overseeing all legislative and advocacy activities and functions of the Association and for keeping the membership informed of pertinent legislation and related activities.  
In addition, you will serve as the Lead Delegate for MaHIMA, representing the state |
<table>
<thead>
<tr>
<th>Office</th>
<th>Installation Pledge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>membership in your voting at the national meeting and in other official voting, and will be responsible to report back to the membership. Do you &lt;insert name&gt; pledge yourself as Director of Legislation/ Advocacy to:</td>
</tr>
<tr>
<td></td>
<td>• Attend all meetings of the Association and Board</td>
</tr>
<tr>
<td></td>
<td>• Serve as an aide to the President and President-elect</td>
</tr>
<tr>
<td></td>
<td>• Be prepared to assume the duties of the President-elect if a credentialed member of AHIMA.</td>
</tr>
<tr>
<td></td>
<td>• Oversee the duties and assignments of the Legislative Committee and all legal activity pertaining to MaHIMA</td>
</tr>
<tr>
<td></td>
<td>• Represent the Association as a Delegate to AHIMA</td>
</tr>
<tr>
<td>President-elect</td>
<td>&lt;insert name&gt; as President-elect, you have been elected by the membership to serve the Association for the next three years. This year you will learn the business of the Association and become familiar with its programs. It is your responsibility, during the coming year, to prepare for your eventual assuming of the presidential duties. As President-elect, you will serve as a Delegate for MaHIMA, and you will represent the state membership in your voting at the national meeting and in other official voting. Do you &lt;insert name&gt; pledge yourself as President-elect to:</td>
</tr>
<tr>
<td></td>
<td>• Attend all meetings of the Association and Board</td>
</tr>
<tr>
<td></td>
<td>• Serve as an aide to the President</td>
</tr>
<tr>
<td></td>
<td>• Oversee the counting of ballots for the MaHIMA election and notify the candidates of the results</td>
</tr>
<tr>
<td></td>
<td>• Keep a permanent record of the meetings of the Association and Board and submit for approval.</td>
</tr>
<tr>
<td></td>
<td>• Be prepared to assume the duties of the President</td>
</tr>
<tr>
<td></td>
<td>• Represent the Association as a Delegate to AHIMA</td>
</tr>
<tr>
<td>President</td>
<td>&lt;insert name&gt; you have already served the Association for one year as President-elect. This year as President you will assume the leadership of the Massachusetts Health Information Management Association. As President, you will preside with dignity, fairness and loyalty. Use this opportunity to guide the Association into the future.  As President, you will also serve as a Delegate for MaHIMA, and you will represent the state membership in your voting at the national meeting and in other official voting. Do you &lt;insert name&gt; pledge yourself as President to:</td>
</tr>
<tr>
<td></td>
<td>• Be guided by the procedures of Component State Associations established by the AHIMA in directing the activities of officers and committees</td>
</tr>
<tr>
<td></td>
<td>• Preside at all meetings of the Association and Board</td>
</tr>
<tr>
<td>Office</td>
<td>Installation Pledge</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Appoint, with approval of the Board, standing committee chairpersons, project leaders, special committees</td>
</tr>
<tr>
<td></td>
<td>• To serve as ex-officio member of all committees except Nominating Committee</td>
</tr>
<tr>
<td></td>
<td>• Represent the Association as a Delegate to AHIMA</td>
</tr>
<tr>
<td></td>
<td>Please accept the gavel as a symbol of your leadership and dedication to the office. The gavel is a symbol of the power and authority given to you by the membership of this Association. Use it wisely and with restraint.</td>
</tr>
<tr>
<td>Past-President</td>
<td>&lt;insert name&gt; as Past-President, you have already served the Association for two years as President-elect and as President.</td>
</tr>
<tr>
<td>(administered by the newly installed President)</td>
<td>In this role it is important that you continue to serve as an advocate and advisor for the Association by remaining knowledgeable on activities, concerns, issues, and goals.</td>
</tr>
<tr>
<td></td>
<td>As Past-President, you will also serve as the Alternate Delegate for MaHIMA. Should you be required to act in this capacity, you will represent the state membership in your voting at the national meeting and in other official voting.</td>
</tr>
<tr>
<td></td>
<td>Do you &lt;insert name&gt; pledge yourself as Past-President to:</td>
</tr>
<tr>
<td></td>
<td>• Serve as an advisor to the President</td>
</tr>
<tr>
<td></td>
<td>• Chair the Planning Committee</td>
</tr>
<tr>
<td></td>
<td>• Represent the Association as an alternate delegate to AHIMA as needed.</td>
</tr>
<tr>
<td></td>
<td>In recognition of your service to and in appreciation of all that you have done this past year for the Association as President, please accept this President’s pin.</td>
</tr>
</tbody>
</table>

I congratulate each of you and wish you a most successful term in office.

As the new presiding officer, I declare the officers of the Massachusetts Health Information Association to have been duly installed for the term of July 1, <insert year> to June 30, <insert year>______. 
B. President-elect

1. General Duties

1.1 Attend all meetings of the Board of Directors and State association

1.2 Serve on the following committees:

- Planning
- Finance
- Awards

1.3 Attend the AHIMA Leadership Symposium in Chicago and AHIMA Hill Day and Leadership Symposium in Washington DC

1.4 Attend AHIMA House of Delegates representing MaHIMA as a delegate

1.5 Assume duties of the President in his/her absence or inability to act as determined by the Board of Directors.

1.6 Create action item tracking list of outstanding action items from each Board and State meeting and ensure appropriate follow up tasks. This will be done in conjunction with the specific Board member who has oversight responsibility of the function. Inform the President when they are serious delays in completing assigned tasks.

1.7 Review previous year's annual report with Past President and President to formulate goals and objectives for the coming year at beginning of association year.

1.8 Plan committee chair and program leader appointments for the upcoming year and solicit volunteers for committee membership

1.9 Review transitional items with President at end of association year

1.10 Prepare incoming President’s address.

1.11 Oversee the election process in conjunction with the Administrative Director. Verify the results of the electronic vote and contact the candidates, President and Chair of Nominating Committee with the results.

1.12 In collaboration with the president plan the strategic planning session for the upcoming year. Summarize the outcomes of the meeting

1.13 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

1.14 Participate in review of AHIMA practice briefs and other AHIMA publications as requested.
1.15 At the Spring (March/April) Board Meeting, the President Elect will inform the Board the following appointments:

- Choice for Member at Large for the upcoming year. If a new Board Member at Large is to be presented to the Board for Approval, the existing Member at Large will not be asked to participate. The Board will vote on the candidate before the close of the meeting. Prior to Strategic Planning Meeting, the incoming President (President Elect) will either (1) contact the current Member at Large to request they remain another year or (2) thank them for their service and inform them of the decision to appoint another.

- Choice for Nominating Member at Large for the upcoming year. If a new Nominating Member at Large is to be presented to the Board for Approval, the existing Nominating Member at Large will not be asked to participate. The Board will vote on the candidate before the close of the meeting. Prior to Strategic Planning Meeting, the incoming President (President Elect) will either (1) contact the current Nominating Member at Large to request they remain another year or (2) thank them for their service and inform them of the decision to appoint another.

- Choice for Chair of Nominating for the upcoming year. If a new Chair of Nominating is to be presented to the Board for Approval, the existing Chair of Nominating will not be asked to participate. The Board will vote on the candidate before the close of the meeting. Prior to Strategic Planning Meeting, the incoming President (President Elect) will either (1) contact the current Chair of Nominating to request they remain another year or (2) thank them for their service and inform them of the decision to appoint another.

2. Board of Directors Duties
2.1 Record minutes at each meeting. Send minutes out to the Board for review within 14 days of the meeting. Submit final minutes to Executive Board for approval within 21 business days of the meeting via e-mail and submit to Administrative Director for posting to web-site as soon as they are approved. The President-elect has the option to delegate minute taking but is still responsible for the ensuring that the minutes represent the discussion at the meeting and are completed, approved and posted according to the current procedure.

2.2 Serve as designated member to the Nominating committee.

2.3 Serve as designated member to the Archivist.

3. State Business Meeting Duties
3.1 Record minutes at each meeting. Ensure that copies of the minutes of the State Business meetings are distributed and approved at the next business meeting. Once approved, the minutes should be submitted to the Administrative Director for posting to the web-site. The President-elect has the option to delegate minute taking but is still responsible for the ensuring
that the minutes represent the discussion at the meeting and are completed, approved and posted according to the current procedure.

3.2 Present President’s pin to outgoing President at Annual meeting.

4. Calendar of Events: President-Elect

<table>
<thead>
<tr>
<th>Month</th>
<th>Item</th>
</tr>
</thead>
</table>
| May/June       | ✓ Attend MaHIMA Annual Meeting  
| Incoming President-Elect | – be installed as President-Elect  
|                 | ✓ Meet with President and Past-President to review items in transition for the new year.                                              |
| June           | ✓ Attend Transitional Board Meeting and record minutes                                                                                |
| July           | ✓ Attend AHIMA Leadership Symposium                                                                                                  |
| September      | ✓ Attend MaHIMA Fall Meeting and record minutes  
|               | ✓ Submit approved Annual Meeting minutes to Administrative Director to post on web-site                                          |
| October        | ✓ Attend House of Delegates at AHIMA National Convention                                                                               |
| January        | ✓ Attend MaHIMA Winter Meeting and record minutes  
|               | ✓ Submit approved Fall Meeting minutes to Administrative Director to post on web-site                                                |
| March          | ✓ Attend AHIMA Hill Day & Leadership Symposium when appropriate                                                                       |
| April-May      | ✓ Notify Administrative Director of family members attending Annual meeting  
|               | ✓ Verify voting results and notify candidates for office of election results  
|               | ✓ Finalize committee chairperson appointments                                                                                       |
| May-June       | ✓ Attend MaHIMA Annual Meeting  
| Outgoing President-elect | o Record minutes  
|                 | o Install Past President and present President’s pin                                                                                     |
|                 | o Appoint chairperson and one member at large of Nominating Committee, Solicit nominations for remaining additional active members and one alternate to be elected during the Annual State Business Meeting. See Nominating Committee Member Election process below. |
|                 | ✓ Appoint Committee Chairpersons with approval of the Board of Directors by July 1st                                                      |
|                 | ✓ Submit approved Winter Meeting minutes to Administrative Director to post on web-site                                                  |
|                 | ✓ Schedule Transitional board meeting                                                                                               |
5. Nominating Committee Members Election

1. The incoming President will announce who she/he has appointed as the Chairperson of the Nominating Committee and who is appointed ‘member at large’. (There is no vote on this by the membership)

2. Remind members that elected Nominating Committee members serve a two year term based on the 2014 Bylaws changes. These members will serve a staggered term with two members being elected one year and the third member and alternate being elected the following year.

   Announce the committee members elected last year who will be serving the second year of their two year term.

3. Nominations must be taken for two (2) committee members. Note that all nominees, as well as the Chairperson and the appointed member at large, must be active members of MaHIMA.

   a. Ask for nominations from the floor. When there are no more nominations, ask for a motion to close the nominations and ask for a second

   b. If there are only two nominations, they will both become the committee members. Go to Step 4 to get approval.

   c. If there are more than two nominations, voting by those members present must be done on paper. (Have paper ready, pass it out to those present and ask them to vote for not more than two. The current President (newly installed Past-President) should count the votes). The top two people with the most votes will be the members. Announce the two nominees elected by the members

4. A voice vote must be taken to approve these members:

   “May I have a motion to accept <insert the two names> as Nominating Committee members for the <2018 & 2019> Association years?

   Someone must second this motion – if not, ask “Does anyone second this motion”?

   “All in favor say aye.”

   “All opposed?”

   If majority approves then state “The motion passes.”

   Congratulation the new members.
C. Past-President

1. General Duties
   1.1 Serve as chairperson of the Planning committee.
   1.2 Serve on the Finance committee.
   1.3 Attend all Board of Directors and State Business meetings.
   1.4 Attend AHIMA Leadership Symposium as requested by President.
   1.5 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.
   1.6 Serve as alternate delegate in case any delegate is unable to fulfill their responsibilities at the AHIMA House of Delegates.

2. Board of Directors Duties
   2.1 Present Planning Committee report.

3. State Business Meeting Duties
   3.1 Present Planning Committee report as requested by the President.
   3.2 Obtain and report on voting strength at the state business meetings.
   3.3 Motions and Voting procedures:
      • Any member may make a motion on a new issue after seeking recognition from the President for the floor;
      • The President will recognize the member and the member may obtain the floor;
      • The member makes a motion;
      • Another member seconds the motion;
      • The President re-states the question (matter of the motion) to the membership;
      • The membership may debate the motion;
      • Once a new issue has been debated, the President puts the issue to a vote;
         o Prior to the vote, active members present must be accounted for by providing their name and credential on the MaHIMA sign in sheet;
o The voting strength (members present), majority (more than half) \([(\text{Total number of voting members} / 2) + 1]\) and two-thirds members present are announced by the Past-President

o So long as a quorum is present (3% active members), a vote is affirmed upon affirmative vote of a majority except;
  ✓ Two-thirds (2/3) of the votes cast by the active members present shall be sufficient to alter, repeal, or adopt any new Bylaw amendment;

o The President announces the result of the vote.

4. Calendar of Events: Past-President

<table>
<thead>
<tr>
<th>Month</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>✓ Attend MaHIMA Annual Meeting – Be installed as Past-President</td>
</tr>
<tr>
<td>June</td>
<td>✓ Attend Transitional Board Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Meet with President and President-elect on goals and objectives for the year</td>
</tr>
<tr>
<td>July/August</td>
<td>✓ Schedule bimonthly Planning Committee meetings to set goals and objectives for year and plan/organize the upcoming Strategic Planning Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Attend AHIMA Leadership Conferences as requested by President.</td>
</tr>
<tr>
<td>September</td>
<td>Attend MaHIMA Fall Meeting and report on voting strength</td>
</tr>
<tr>
<td>January</td>
<td>Attend MAHIMA Winter Meeting and report on voting strength Host biannual Strategic Planning Meeting</td>
</tr>
<tr>
<td>April</td>
<td>Host education planning Calendar for upcoming year and hand off to the Education Committee:</td>
</tr>
<tr>
<td></td>
<td>✓ Begin MaHIMA Operations Manual Review</td>
</tr>
<tr>
<td></td>
<td>• Send the MaHIMA Operations Manual to the Board for their section review/edits</td>
</tr>
<tr>
<td></td>
<td>• Track MaHIMA Board of Director edits</td>
</tr>
<tr>
<td>May</td>
<td>Attend MaHIMA Annual Meeting and report on voting strength</td>
</tr>
<tr>
<td>June</td>
<td>Complete the MaHIMA Operations Manual edits and submit to the MaHIMA Board at the Transitional Board Meeting</td>
</tr>
</tbody>
</table>
D. Director – Legislation/Advocacy

1. General Duties
   1.1 Provide oversight function for the Legislative committee. Works with Legislative committee to develop set of objectives for the coming year based on the Association’s overall goals.
   1.2 Plans the annual Dot Wagg Legislative Seminar with the Legislative Committee.
   1.3 Assumes the duties of the President-elect in his/her absence or inability to act, if a credentialed AHIMA member. (To be determined by the Board of Directors)
   1.4 Communicate with AHIMA on legislative changes that would be of importance to the national membership.
   1.5 Serve on the Planning Committee.
   1.6 Serves as, or oversees, the Advocacy Assistant for MaHIMA and Massachusetts’s representative for AHIMA, working with the Washington, D.C. office of AHIMA on legislative and advocacy issues.
   1.7 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist
   1.8 Serve as Lead Delegate for MaHIMA, attending AHIMA Annual Convention, Leadership Conference, Hill Day and other AHIMA meetings as necessary or requested by President.
   1.9 Participate in review of AHIMA practice briefs and other AHIMA publications as requested.

2. Board of Directors Duties
   2.1 Attend all Board meetings.
   2.2 Ensure that all reports for committees or functions under their oversight are completed and submitted on time.
   2.3 Prepare final report on activities under their oversight for the Annual Report.

3. Lead Delegate Duties
   3.1 Plan meeting prior to the convening of the House of Delegates to discuss the agenda.
   3.2 Coordinate the presentation of issues to obtain views of the membership during the Fall Business meeting or prior to any other HOD vote during the year.
   3.3 Prepare delegates report and present at next Board of Directors and State Business meeting following the House activity and publish in MaHIMA Connect.
4. Calendar of Events: Director Legislation/Advocacy

<table>
<thead>
<tr>
<th>Month</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Board Meetings</td>
<td>✓ Dashboard report updates and presented to board for committee updates</td>
</tr>
<tr>
<td>May</td>
<td>✓ Attend MaHIMA Annual Meeting</td>
</tr>
<tr>
<td>Incoming Director</td>
<td>- Be installed as Director</td>
</tr>
<tr>
<td>June</td>
<td>✓ Attend Transitional Board Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Meet with Legislative Affairs Chairman and Outgoing Director to set goals and objectives for the year</td>
</tr>
<tr>
<td>July/August</td>
<td>✓ Submit budget requirements to Chairman Finance Committee for Legislative requirements</td>
</tr>
<tr>
<td>September</td>
<td>✓ Attend MaHIMA Fall Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Based on Educational Calendar participate in planning educational program and Dot Wagg Seminar</td>
</tr>
<tr>
<td>October</td>
<td>✓ Attend House of Delegates at AHIMA National Convention serving as Lead Delegate</td>
</tr>
<tr>
<td>November</td>
<td>✓ Prepare Delegates report from Annual Meeting</td>
</tr>
<tr>
<td>January</td>
<td>✓ Attend MaHIMA Winter Meeting</td>
</tr>
<tr>
<td>March</td>
<td>✓ Attend AHIMA Hill Day as directed by President</td>
</tr>
<tr>
<td>April</td>
<td>✓ Prepare Legislative Annual Report for President</td>
</tr>
<tr>
<td>May</td>
<td>✓ Attend MaHIMA Annual Meeting</td>
</tr>
</tbody>
</table>

E. Director – Education

1. General Duties
   1.1 Provide oversight for Coding Roundtable program.
   1.2 Appoint program leaders for each educational meeting.
   1.3 Work with program leaders for meeting, workshop and webinar preparation. Oversee development and approval of agenda and meeting estimated profitability report.
   1.4 Ensure that at least one meeting per year is held in the Western part of the state.
   1.5 Serve on the Planning Committee.
   1.6 Oversee promotion and awarding of MaHIMA Certification Grant.
   1.7 Serve as Delegate for MaHIMA, attending AHIMA Annual Convention, Leadership Conference and other AHIMA meetings as necessary.
   1.8 Approve continuing education units for each MaHIMA educational program.
   1.9 Maintain and update CE approval procedure as needed.
1.10 In conjunction with the Planning Committee, organize meeting to coordinate the upcoming year’s educational meeting schedule/timeline and topics.

1.11 Incorporate the Association’s overall goals into the educational objectives of the programs developed during the year.

1.12 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist

1.13 Participate in review of AHIMA practice briefs and other AHIMA publications as requested.

2. Board of Directors Duties

2.1 Attend all Board meetings

2.2 Ensure that all reports for committee functions under their oversight are completed and submitted on time.

2.3 Prepare final report on activities under their oversight for the Annual Report.

3. Calendar of Events: Director Education

<table>
<thead>
<tr>
<th>Month</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Board Meeting</td>
<td>✓ Dashboard report updates and presented to board for committee updates</td>
</tr>
</tbody>
</table>
| May Incoming Director | ✓ Attend MaHIMA Annual Meeting  
                          |                   -Be installed as Director |
| June              | ✓ Attend Transitional Board Meeting  
                          | ✓ Meet with Outgoing Director, and Program Team Leaders, to finalize goals and objectives for the year based on the Educational planning meeting |
| July/August        | ✓ Attend AHIMA Leadership Conference as directed by President  
                          | ✓ Schedule orientation workshop for all team leaders and committee chairs responsible for meetings  
                          | ✓ Appoint Team Leaders for Winter Meeting  
                          | ✓ Approve continuing education units (CEUs) for meetings  
                          | ✓ Submit budget requirements to Chairman Finance Committee |
| September          | ✓ Attend MaHIMA Fall Meeting |
| October            | ✓ Attend House of Delegates at AHIMA National Convention serving as delegate |
| December           | ✓ Approve continuing education units for meetings |
| January            | ✓ Attend MaHIMA Winter Meeting  
                          | ✓ Participate in Annual Meeting program |
| March              | ✓ Attend AHIMA Hill Day as requested by President |
| April              | ✓ Coordinate Educational planning meeting with Past President to begin preparations for next year’s meeting schedule  
<pre><code>                      | ✓ Prepare Education Annual Report for President |
</code></pre>
<table>
<thead>
<tr>
<th>Month</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ Approve continuing education units for meetings</td>
</tr>
<tr>
<td>May</td>
<td>✓ Attend MaHIMA Annual Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Appoint Team Leader for Fall Meeting</td>
</tr>
</tbody>
</table>

**F. Director – Communications**

1. **General Duties**
   1.1 Chairs the Communications Committee and provides oversight for the Public Relations function.
   1.2 Responsible for managing the MaHIMA website design and content in conjunction with the Administrative Director.
   1.3 Establish and update guidelines and timelines for website content development with the Communications Committee.
   1.4 Oversee AHIMA Massachusetts Engage Community in conjunction with the Administrative Director.
   1.5 Oversee the creation and prompt publication of MaHIMA Electronic Newsletters, Blogs and any other MAHIMA communications with the Editor(s).
   1.6 Serve on the Planning Committee
   1.7 Develop, organize and conduct student outreach
   1.8 Oversee social media communications
   1.9 Oversee the Awards Committee
   1.10 Submit AHIMA Silent Auction item to AHIMA according to established deadline for the AHIMA Annual Conference.
   1.11 Oversee the Administrative Director sending welcome letters to new members and newly credentialed members of MaHIMA
   1.12 Serve as Delegate for MaHIMA, attending AHIMA Annual Convention, AHIMA Leadership Conference and other AHIMA Meetings as necessary.
   1.13 Incorporate the Associations’ overall goals into the communication objectives during the year.
   1.14 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.
   1.15 Participate in review of AHIMA practice briefs and other AHIMA publications as requested.

2. **Board of Directors Duties**
   2.1 Attend all Board meetings
   2.2 Ensure that all reports for committee functions under their oversight are completed and submitted on time.
   2.3 Prepare final report on activities under their oversight for the Annual Report.
### 3. Calendar of Events: Director Communications

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</tr>
<tr>
<td>June</td>
<td>✓ Attend Transitional Board Meeting</td>
</tr>
<tr>
<td></td>
<td>✓ Meet with Outgoing Director, Public Relations Chair, Awards Committee Chair, MaHIMA Communication Editor(s) and President to finalize goals and objectives for the year</td>
</tr>
<tr>
<td>July/August</td>
<td>✓ Attend AHIMA Leadership Conference as requested by President</td>
</tr>
<tr>
<td></td>
<td>✓ Meet with Administrative Director to review and schedules updates for the coming year</td>
</tr>
<tr>
<td></td>
<td>✓ Submit budget requirements to Chairman Finance Committee</td>
</tr>
<tr>
<td></td>
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<td>✓ Attend MaHIMA Annual Meeting</td>
</tr>
</tbody>
</table>

### OPERATIONS MANUAL - COMMITTEE AND OTHER SPECIFIC RESPONSIBILITIES

#### A. Annual Meeting Planning

1.1 Planning for the MaHIMA Annual Meeting will be performed by the following committees

- Program
- Hospitality
- Vendor

1.2 An Oversight Committee consisting of the Executive Board and Annual Meeting committee chairs will be responsible for reviewing the committee plans and approving the meeting facility, program, vendor, sponsorship and meeting registration fees, speaker and meeting expenses. The Oversight Committee should meet at least quarterly to review and approve plans.
B. Awards Committee

1.1 The Communications Director, or designee will oversee and work with the chair of the Awards Committee. Members will consist of the President-elect, and other volunteers.

1.2 If any member of the committee is nominated for an award, they will recuse themselves from deliberations. As necessary for committee function, the President will appoint alternate member(s) to serve on the Awards Committee.

1.3 The Awards Committee will perform the following functions:

- Actively solicit nominations through association website, newsletter and emails as well as direct outreach
- Receive and screen nominations to ensure that sufficient information is available to make an evaluation
- Using pre-established criteria for each award, review nominations and make selection
- Notify all nominees of final selection(s)
- Notify the Governance Team of the final selection(s)
- Inform Public Relations of the selected participants for appropriate media coverage.
- Print certificates and order any gifts to be presented to the recipient
- Present or work with the individual who will present the award(s)
- Review and suggest modifications to awards process and criteria

1.4 The Awards/Acknowledgements presented are:

**Acknowledgement:  Member Recognition**
Description: To honor members of long standing
Nomination: No nomination is required
Deadline: N/A
Presentation: Fall Meeting
Recognition: Slide show or other recognition

**Award: HIM Advocacy Award**
Description: An award to recognize HIM Change Agent(s)
Nomination: Award Nomination Form – Candidates must be reviewed by the Awards Committee
Deadline: One month prior to the award ceremony
Presentation: Presented at Dot Wagg Memorial Seminar;
Eligibility: MaHIMA member or non-member, Individual, team, or group, effort must have occurred and been largely completed within 24 months of the award submission date
Recognition: Winner(s) showcased in MaHIMA Electronic newsletter or blog; Winners will receive meeting registration and a certificate of achievement in a frame.

Award: **Outstanding New Professional Award**
Description: An award to recognize the newly credentialed
Nomination: Award Nomination Form
Deadline: One month prior to the award ceremony
Presentation: Presented at Winter Meeting
Eligibility: MaHIMA member; received an AHIMA-recognized credential within the last seven years
Recognition: Winner(s) showcased in MaHIMA Electronic newsletter or blog; Winner(s) will receive meeting registration, a certificate of achievement in a frame, and gift from the association.

Award: **Champion Award**
Description: An award to recognize volunteer service to MaHIMA
Nomination: Award Nomination Form
Deadline: One month prior to the award ceremony
Presentation: Presented at Winter Meeting
Eligibility: MaHIMA members or non-members; individuals, groups, or corporations; may receive this award more than once but not within 5 years of their previous award
Recognition: Winner(s) showcased in MaHIMA Electronic newsletter or blog; Winner(s) will receive meeting registration, a certificate of achievement in a frame, and gift from the association per the Awards annual budget.

Award: **Outstanding Mentor Award**
Description: An award to recognize individuals or “teams”, with long records of encouraging students, colleagues, and others to realize their full potential.
Nomination: Award Nomination Form
Deadline: One month prior to the award ceremony
Presentation: Presented at Winter Meeting
Eligibility: MaHIMA members; if nominating a team, at least one member of the team must be a MaHIMA member.
Recognition: Winner(s) showcased in MaHIMA Electronic newsletter or blog; Winner(s) will receive meeting registration, a certificate of achievement in a presentation folder, a gift from the association per the Awards annual budget( ).
<table>
<thead>
<tr>
<th>Award: Professional Achievement Award</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> An award to recognize individuals who advance the HIM Profession</td>
</tr>
<tr>
<td>Nomination: Award Nomination Form</td>
</tr>
<tr>
<td>Deadline: One month prior to the award ceremony</td>
</tr>
<tr>
<td>Presentation: Presented at Winter Meeting</td>
</tr>
<tr>
<td>Eligibility: MaHIMA members</td>
</tr>
<tr>
<td>Recognition: Winner(s) showcased in MaHIMA Electronic newsletter or blog; Winner(s) will receive meeting registration, a certificate of achievement in a frame, and gift from the association</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award: Distinguished Member Award</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> An award to recognize MaHIMA leadership</td>
</tr>
<tr>
<td>Nomination: Award Nomination Form</td>
</tr>
<tr>
<td>Deadline: One month prior to the award ceremony</td>
</tr>
<tr>
<td>Presentation: Presented at Winter Meeting</td>
</tr>
<tr>
<td>Eligibility: Active MaHIMA member for a minimum of ten years</td>
</tr>
<tr>
<td>Recognition: Winner(s) showcased in MaHIMA Electronic newsletter or blog; Winner(s) will receive meeting registration, a certificate of achievement in a frame, and gift from the association</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award: HIM Team Excellence Award</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> An award to recognize outstanding efforts by a team</td>
</tr>
<tr>
<td>Nomination: Award Nomination Form</td>
</tr>
<tr>
<td>Deadline: One month prior to the award ceremony</td>
</tr>
<tr>
<td>Presentation: Award certificates will be presented at the facility or worksite during AHIMA’s Health Information Professional Week in March</td>
</tr>
<tr>
<td>Eligibility: At least one member of the team must be a MaHIMA member; the award-worthy effort must have occurred and been largely completed within 24 months of the award submission date</td>
</tr>
<tr>
<td>Recognition: Winners will be showcased in MaHIMA Electronic newsletter or blog and may be asked to participate as a presenter in a future MaHIMA program. Facility receives a framed certificate of achievement; individual team members receive a certificate of achievement in a presentation folder.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award: Student Achievement Award</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> An award to recognize outstanding students</td>
</tr>
<tr>
<td>Nomination: One student selection by each Program Director</td>
</tr>
<tr>
<td>Deadline: One month prior to the award ceremony</td>
</tr>
<tr>
<td>Presentation: Award certificate in a presentation folder presented at the school during graduation or other end of school year event</td>
</tr>
</tbody>
</table>
Eligibility: Students from an accredited, CAHIIM-approved program in Massachusetts

Recognition: Winner(s) showcased in MaHIMA Electronic newsletter or blog; winner(s) will receive one year AHIMA membership (must select Massachusetts as CSA); free full day registration for MaHIMA Fall and Winter Meetings; and one year free MaHIMA webinars.

Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

C. Archivist
1. Attend all Board of Director and State Meetings
2. Maintain MaHIMA official history and archives
3. Create and maintain electronic storage when possible

D. Coding Roundtable
1. Goals
   1.1 Promote common interest and enhance educational opportunities of MaHIMA members and non-members who are engaged in or express and interest in coding.
   1.2 Consolidate activities through MaHIMA to assure consistency and opportunity for all members and non-members interested in coding.
   1.3 Provide ongoing education on a timely and affordable basis.
   1.4 Provide an additional source for credentialed participants to obtain continuing education units (CEUs).
   1.5 Provide a forum for sharing experience and pertinent information within and between area roundtables and to promote increased communication/support between roundtable members outside of scheduled meetings.
   1.6 Provide a forum to address member-initiated issues of concern/relevance.
   1.7 Provide a formal resource through MaHIMA for pursuit of coding issues not resolved at the area roundtable level.
   1.8 Establish and maintain consistent administrative procedures and to assist in resolution of any administrative issues which may arise.
   1.9 Promote a supportive, statewide atmosphere for coders throughout MaHIMA.
1.10 Work toward the goal of accurate, consistent coded data.

2. Basic Structure

2.1 The Coding Roundtable is managed under the oversight of the Director of Education.

2.2 The MaHIMA Coding Roundtable will consist of as many area roundtables that can be supported by the membership. These can include areas such as:
   - North
   - Metrowest
   - South

2.3 There will be a state Roundtable Coordinator who will be a liaison to the Director of Education.

2.4 Each area roundtable will have 1-2 Area Coordinators who will be responsible for coordinating roundtable activities in their respective areas.

2.5 At least 2-3 Area roundtable webinars/meetings should be held each year.

2.6 Time allotment for each roundtable meeting should be a minimum of 2 hours.

2.7 Meeting/Webinar fees will be determined by the Board of Directors each year.

2.8 Host facilities providing refreshments will not be charged a fee for up to 2 participants.

3. Roundtable Coordinators

3.1 The Area Roundtable Coordinator shall be a MaHIMA member who is actively involved in coding.

3.2 The minimum of two-year commitment is required of the Area coordinator to ensure consistency.

3.3 The State coordinator will manage all activities of the Area Roundtable and act as the liaison with and between Area roundtables.

E. Communications Committee

1.1 The Director of Communications will serve as chair of this committee.
1.2 Manages the MaHIMA website for design and content with the Administrative Director.

1.3 Establishes and updates guidelines and timelines for website content development.

1.4 Establishes fee structure for advertising, job postings and links.

1.5 Oversees content of the AHIMA Massachusetts Engage community in conjunction with the Administrative Director.

1.6 Oversee the creation and prompt publication of MaHIMA Electronic Newsletters and Blogs according to guidelines.

1.7 Oversees social media communications.

1.8 Appoints a member of the committee to facilitate Public Relations functions.

1.9 Prepares monthly activity report for the President.

1.10 Reviews Communications Committee Procedure Manual and Operations Manual and submits any revisions to the Planning Committee and the incoming President by the last board meeting of the year.

1.11 Update Procedure Manual with all revisions for the year. Maintain all material electronically on USB drive. Purge any material more than three years old and give to Archivist. Pass procedure manual including updated USB drive to the incoming chairman at the transitional board meeting.

1.12 Select and ship AHIMA Silent Auction MAHIMA donation.

F. Education Program Leaders

NOTE: MaHIMA Annual Conference development is listed under its own section

1.1 Assume overall responsibility for a specific program under the oversight of the Director of Education.

1.2 Recruit MaHIMA members to work on team to accomplish program.

1.3 Responsibilities include:

- Develop program agenda, identify and recruit speakers.
- Provide Administrative Director with meeting agenda and speakers no later than seven (7) weeks prior to the meeting date.
- Keep Director Education and Administrative Director informed of progress on program development.
MaHIMA Educational Program Planning (See Administrative Director Section for meeting support tasks)

<table>
<thead>
<tr>
<th>Task</th>
<th>Performed by</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Education Programs for coming year to include:</td>
<td>Director Education</td>
<td>July-June</td>
</tr>
<tr>
<td>✓ Fall Meeting &amp; Coding Seminar</td>
<td>Executive Board</td>
<td></td>
</tr>
<tr>
<td>✓ Western Mass Meeting</td>
<td></td>
<td></td>
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<tr>
<td>✓ Winter Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Workshops and Webinars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify Program Leader for each meeting</td>
<td>Director Education</td>
<td>4-6 months prior to meeting</td>
</tr>
<tr>
<td>Develop program, identify and schedule speakers with verbal commitments</td>
<td>Team Leader and members</td>
<td>Complete within 8 weeks prior to meeting</td>
</tr>
<tr>
<td>Submit program agenda (times, lunch, breaks, business meeting, theme, biography of speakers, audience/attendees and program goals) to Administrative Director</td>
<td>Director of Education and committee</td>
<td>No later than 7 weeks prior to meeting</td>
</tr>
</tbody>
</table>

G. Finance Committee

1.1 The Finance Committee Chairperson will be the immediate Past-President or their designee.

1.2 The chairperson will attend all Board of Director and State meetings.

1.3 Committee members will include at least the President, President-elect, Past President and Administrative Director

1.4 The committee will develop financial goals for MaHIMA consistent with the financial philosophy of the organization as approved by the Board of Directors.

1.5 Develop draft budget with input from the Board of Directors and Committee Chairs by the end of August.

1.6 Present budget at first Board of Directors meeting of the year (usually August/September) for review and approval.

1.7 Present approved budget to the membership at the Fall Business meeting.

1.8 Review financial status reports on a quarterly basis.

1.9 Review and trend actual and budgeted income and expenses for each MaHIMA program.

1.10 Prepare activity report for the President prior to each Board meeting.
1.11 Present financial reports at each Board meeting to include:

- Quarterly income/expenses
- Quarterly actual vs. budget comparison for each budget line item with analysis of any major variance
- Bi-monthly review of bank statements with submission of report
- Quarterly Fidelity Investment Account statement

1.12 At least annually review the budget code structure and make any recommendations for changes if needed.

1.13 Serve as backup to the Administrative Director for the MaHIMA banking and reserve accounts.

1.14 Based on year-end performance of the Association, submit recommendations to the Board of Directors for amount of money to be added to the reserve account.

1.15 Recommend accountant for Association to prepare tax statements.

1.16 Ensure that federal income tax report for completed Association year is prepared and submitted on a timely basis.

1.17 Ensure that IRS 1099 forms are completed for any independent contractors or speakers receiving $600 or more from the association during a calendar year.

1.18 Review and recommend investment vehicles for the Association funds.

1.19 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

**H. Legislative Committee**

1.1 The chairman will attend all Board of Directors and State meetings.

1.2 Prepare a plan to support legislative program promoted by AHIMA and update as needed. Write to members of congress in support of (or opposition to) federal HIM related issues, to members of the state legislature in support of (or opposition to) state HIM related issues, and encourage membership to do the same.

1.3 Provide recommendations on behalf of MaHIMA for additions or revisions to General Laws of the Commonwealth of Massachusetts concerning health information.

1.4 Present proposed additions or revisions to MaHIMA membership for review and approval.
1.5 Present oral testimony on bills concerning health information at any legislative hearing.

1.6 Submit written copies of oral testimony to all members of hearing committees. Track HIM related bills through the legislative process. Provide membership with updates.

1.7 Review and update the MaHIMA Medicolegal Guide as appropriate.

1.8 Promote the sale of the MaHIMA Medicolegal Guide.

1.9 Invite Legislative Aide of MHA to committee meetings when appropriate.

1.10 Work with the Education Director to provide at least one legislative education workshop each year.

1.11 Work with the Director Legislation/Advocacy to develop and implement a Beacon Hill Day to be conducted annually or at the discretion of the Board.

1.12 The chair may attend AHIMA Hill Day as requested by the President and Director Legislation/Advocacy.

1.13 Submit articles to MaHIMA Connect regarding legislative updates.

1.14 Prepare activity reports for the President prior to each Board meeting.

1.15 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

I. Board Member-at-Large

1.1 The Board Member-at-Large reports to the Board of Directors.

1.2 This position is responsible for carrying out various projects and supporting the President to assist with meeting his/her annual strategic goals.

1.3 The Member-at-Large may serve for a minimum of one year to a maximum of three years.

1.4 Responsibilities include:

- Attend and participate in all Board meetings as an active engaged member of MaHIMA
- Support the President’s strategic goals
- In addition to completing specific projects assigned by the President, identify potential problems and opportunities for improvement expressed by MaHIMA members. This includes interacting with MaHIMA committees and MaHIMA members.
- Set objective and action plans for selected and/or assigned projects.
• Does not take on a leadership role of the overall Board, but responsible for knowing what the goals are within each committee so can participate in discussions.
• Reports quarterly to the Board
• Act as a spokesperson for MaHIMA at the President’s request
• Act as a mentor, coach to volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization
• Perform other duties as designated by the President or Board of Directors.

1.5 Time Commitment

• Four board meetings per year
• Conference calls, as necessary, to communicate with directors or committee chairs or participate in committees themselves (approximately two hours per month).
• Communications with President (1-2 hours/month)

J. Nominating Committee

1.1 Prepare “call for nominations” and disseminate to the membership through MaHIMA e-alerts and Stay Connected, Web Site and other appropriate media.

1.2 Review and update the position summary descriptions of the offices to be filled for the coming year.

1.3 Prepare a ballot with an attempt of at least two names whenever possible for each office to be filled. Candidates must be active MaHIMA members in good standing. Obtain current list of eligible members from the Administrative Director to aid in reviewing potential candidates.

1.4 Work with Administrative Director on the e-Alert announcing the opening of the polls.

1.5 Ensure that the voting site is open to voting members at least 30 (minimum of 45) days prior to the Annual Meeting.

1.6 Work with MaHIMA board to seek qualified MaHIMA members to run for AHIMA offices and CAHIIM positions when AHIMA announces their call for nominations, generally in October of each year.

1.7 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

1.8 Nominating Committee Chair attends all Board of Directors and State Business Meetings

K. Parliamentarian

1.1 Attend all Board of Directors and State Meetings
1.2 Act as aide to the President

L. Planning Committee

1.1 The Past-President will act as committee chair and attend all Board of Directors and State meetings.

1.2 Conduct biannual strategic planning session. Results from the session should be established the Education strategic plan for the upcoming year and hand off to the Education Committee.

1.3 Recommendations from strategic planning sessions as well as the MaHIMA Annual report should be used each year to update the Associations Goals and Objectives for the coming year. Progress reports for the goals and objectives should be incorporated into quarterly updates to the Board and the membership.

1.4 Prepare all proposed amendments to the MaHIMA Bylaws and present them for action by the membership in accordance with MaHIMA and AHIMA bylaws procedures.

1.5 Provide Bylaw revisions to the membership according to the current MaHIMA bylaw requirement (see article XIV – 14.1).

1.6 Ensure development and maintenance of current procedure manuals for the Board of Directors and Committees.

1.7 Ensure that all newly created standing committees/task forces of MaHIMA have established procedures.

1.8 Ensure consistency of MaHIMA procedure with AHIMA Guidelines for Component State Associations.

1.9 Prepare quarterly activity report for the President.

1.10 Review Planning Committee Procedure Manual and Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year.

1.11 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

M. Public Relations

1.1 The Director Communications provides oversight to the Public Relations function.

1.2 Prepares and submits press releases promoting newly elected officers and committee chairpersons, and MaHIMA candidates for AHIMA office.
1.3 Prepares and submits press releases for Health Information Professionals Week, Beacon Hill Day and other appropriate MaHIMA activities

1.4 Submits articles to the appropriate MaHIMA electronic communication medium regarding public relation events, press releases etc.

1.5 Develops, maintains and enhances MaHIMA brochures.

1.6 Prepares monthly activity report/dashboard for the Director of Communications.

1.7 Review Operations Manual and submit any revisions to the Planning committee and the incoming President prior to the transitional board meeting at the end of the year. Submit any materials over three years old to the Archivist.

N. Student Board Member
1.1 Student board members will assist MaHIMA by serving as Student Ambassadors. The purpose of the student ambassador is to communicate MaHIMA’s mission and programs to RHIA, RHIT and other Health Information Management related programs’ students.

1.2 Up to two student board members can be appointed for a one year term (July-June).

1.3 Current AHIMA student members, interested in this position can complete an application to serve which will be reviewed by the incoming President and approved by the Executive Board.

1.4 Time Commitment
   - Attend all Board meeting
   - Serve on a committee (participation via conference call)
   - Attendance at other MaHIMA workshops or meetings is encouraged but not required

OPERATIONS MANUAL - ADMINISTRATIVE DIRECTOR RESPONSIBILITIES

A. Financial Services
1.1 Maintenance of accounts receivable and accounts payable for MaHIMA checking and money market accounts, utilizing QuickBooks software

1.2 Maintenance of MaHIMA credit card account

1.3 Preparation of bank deposits, reconciliation of bank statements

1.4 Preparation and tracking of MaHIMA invoice statements
1.5 Preparation and tracking of MaHIMA registration and other income (publication sales, donations, etc.)

1.6 Preparation of monthly and quarterly reports including:
   A. Cash Flow Reports
   B. Balance Sheet
   C. Checking Summary
   D. Profit and Loss by Job
   E. Profit and Loss by Detail
   F. Meeting Profitability Reports for meetings within the closing quarter

1.7 Work with Finance Chair and Vice-Chair on preparation of annual budget and quarterly finance reports

1.8 Budget reporting
   A. Q1 July – Sept 30  2nd week Oct
   B. Q2 Oct – Dec 31  2nd week Jan
   C. Q3 Jan – Mar 31  2nd week Apr
   D. Q4 Apr – Jun 30  2nd week Jul

1.9 Tax return preparation and coordination of financial audit when needed.

1.10 Maintain the quarterly interest reflected in the statements in Quickbooks

B. Educational Meetings Support
   1.1 Assist Education Team with development and planning of program
   1.2 Preparation of Estimated Planning Report for distribution to Board for approval
   1.3 Serve as main contact with meeting site regarding negotiation and signing contract, planning meals, meeting set up and audiovisual requirements, and finalizing bill.
   1.4 Preparation and distribution of meeting notices, agendas, presentations, CEUs and survey results.
   1.5 Preparation and distribution of speaker agreements, webinar agreements and questionnaires. Server as liaison to the speakers.
   1.6 Process meeting registrations, payments and refunds.
   1.7 Preparation of handouts for Cvent for electronic distribution
   1.8 Preparation of registration materials: attendee and speaker badges, attendee lists, payment due lists, speaker honorariums, evaluations, marketing items
1.9 Overall on-site meeting support including registration desk, audiovisual set up

1.10 Preparation and distribution of Meeting Evaluation Summaries

1.11 Preparation and distribution of Final Actual Program Financial Report

**MaHIMA Education Program – Meeting Support Calendar**

<table>
<thead>
<tr>
<th>Task</th>
<th>Time Frame</th>
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<tbody>
<tr>
<td>Create Education Calendar (date and location) for coming year to include:</td>
<td>6-9 months prior to program</td>
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<tr>
<td>✓ Fall Meeting &amp; Coding Seminar (September)</td>
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<td>✓ Western Mass Meeting (October)</td>
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<td>✓ Dot Wagg Legislative Seminar (November)</td>
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<td>✓ Winter Meeting (January, February)</td>
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<tr>
<td>✓ Workshops and Webinars (TBD)</td>
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<tr>
<td>Confirm meeting arrangements, AV requirements, meals and breaks with hotel</td>
<td>No later than 8 weeks prior to the meeting</td>
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<tr>
<td>Confirm speakers and obtain speaker agreement forms.</td>
<td>No later than 8 weeks prior to the meeting</td>
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<tr>
<td>Create estimated meeting profitability report and send to Director of Education for board approval</td>
<td>No later than 7 weeks prior to the meeting</td>
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<td>Build event registration in Cvent and release to contact list</td>
<td>No later than 5 weeks prior to the meeting</td>
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<td>Send e-mail to registered attendees with link to speaker handouts</td>
<td>4 days prior to the meeting</td>
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<td>Send program survey and CEU e-mail to attendees</td>
<td>Within 2 business days after the meeting</td>
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<tr>
<td>Send thank you letters and honorarium checks, if applicable to speakers</td>
<td>No later than a week after the meeting.</td>
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<tr>
<td>Complete actual meeting profitability report and send to Director of Education and Chair of Finance Committee</td>
<td>30 days after the meeting.</td>
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**C. Administrative Support**

1.1 Provide office services such as mail, email, telephone, fax, teleconferencing, filing and administrative support to President and board, as necessary

1.2 Maintain mailing address (post office box).

1.3 Housing and maintenance of association files and operation manual

1.4 Housing and maintenance of inventory of stationary, brochures, applications, etc.

1.5 Housing and maintenance of MaHIMA laptop and LCD data projector(s)
1.6 Provide and maintain computer and other electronic equipment (printer, photocopier, and scanner) for association use

D. Information Services

1.1 Maintenance of MaHIMA databases, utilizing Microsoft Office software, including

   A. membership
   B. board and committee chairs
   C. corporate members
   D. exhibitors
   E. speakers & topics
   F. meeting attendees (for CEU verification),
   G. medicolegal guide purchasers,
   H. ballot candidates,
   I. consultant requests

1.2 Uphold MaHIMA and AHIMA policy regarding release of membership data.

1.3 Maintenance of MaHIMA email account, event management software (CVENT), and survey services (Survey Monkey), as required.

1.4 Maintenance of MaHIMA website, to include account and server management (3MediaWeb), domain name registration, and timely updates and maintenance of calendar, job bank, board listings, applications & order forms, and board listings and reports in the “members only” section.

1.5 Preparation and distribution of electronic newsletter (MaHIMA Connect) on a quarterly basis, utilizing website content editor and other web editing software, and e-mail blast services (CVENT).

1.6 Preparation and distribution of electronic communications (e-Alerts) on an “as needed” basis.

1.7 Preparation and distribution of electronic meeting notices to members and non-members at least 30 days prior to meeting date, with additional reminders closer to meeting date, utilizing e-mail blast service (CVENT).

1.8 Oversee website development projects with programmers as directed by the MaHIMA Communications Committee

1.9 Archive electronic communications (MaHIMA Connect) Stay Connected) on MaHIMA website or other media per Archive policy on MaHIMA website
1.10 Inquiry fulfillment

E. MaHIMA Board Support

1.1 Under the direction of the President, prepare and distribute meeting material (agendas, minutes, committee reports, bylaw updates) at all board meetings and business meetings. Whenever possible, post materials on website for member access prior to meeting.

1.2 Provide an Administrative Director Report at all MaHIMA board meetings and state business meetings.

1.3 Under the direction of the President, provide Archivist with a copy of the Board meeting agenda, minutes and any other pertinent documents after each meeting.

1.4 File appropriate Annual Report with the Secretary of State’s Office.

1.5 Communicate association updates as needed (board and delegate listings, meeting dates, tax status, bylaw changes, etc.) to AHIMA.

1.6 Assist Board and Committee Chairs with meeting coordination, special projects, special events, and budget preparation, as needed.

1.7 Assist Board and Committee Chairs with registration and travel for national meetings, as needed.

1.8 Distribution of MaHIMA operations manual updates to board and committee chairs as needed.

1.9 On behalf of the President, send welcome letters to new members and newly credentialed members of MaHIMA.

1.10 Preparation and distribution of MaHIMA Corporate Partner renewals.

1.11 Purchase President’s Pins to be available at the Annual Meeting to the outgoing President. 1.12 Prepare and assist with the annual submission of the AHIMA CSA Survey which includes the following:

- CSA Organizational Chart
- CSA Strategic Plan
- CSA Lobbying Expense Report
- State Incorporation papers or most recent Tax Return
- Executed CSA Affiliation Agreement for current year
- CSA Annual Report
- Executed CSA Service Level Agreement, if applicable
F. MAHIMA Publications and Promotional Material

1.1 Preparation and distribution of electronic newsletter (MaHIMA Connect) quarterly (see Information Services above)

1.2 Receive and distribute orders for MaHIMA’s Medicolegal Guide to Health

1.3 Record information within 2 days of order received

1.4 Preparation and distributions of business cards and MaHIMA/AHIMA promotional brochures as necessary

1.5 Distribution of MaHIMA’s Annual Report to membership

G. Election Support

1.1 Coordinate, prepare and execute the electronic voting web site for the new election year following the procedures outlined by AHIMA CSA Online Voting Manual.

1.2 Provide support to candidates as they create their candidate profiles in the voting software.

1.3 Send weekly e-Alerts during the voting period.

1.4 Provide election results to President elect to verify results
Appendix A – Business Meeting Forms

Sample Business Meeting Agenda

BUSINESS MEETING AGENDA

(DATE)

1. Call to Order
2. Voting Strength
3. Approve Minutes from last Business Meeting
4. Financial Reports
5. Directors Reports
6. Introduction of New Members
7. Communications/Correspondence
8. Awards (at applicable meetings)
9. New Business
10. Committee Reports
11. Outgoing President’s Message (Annual Meeting Only)
12. Installation of Officers (Annual Meeting Only)
13. Presentation of New Board (Annual Meeting Only)
14. Nominating Committee Election (Annual Meeting Only)
15. Other Business
16. Adjournment
# Template for Minutes

Massachusetts Health Information Management Association

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<th>Date:</th>
<th>Time:</th>
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**Status Key:** I = Informational  T = Tracking  R = Resolved

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Page__ of __ Active Member count this page_______
Voting Strength Reference Sheet

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<td>86</td>
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<td>88</td>
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<td>87</td>
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<td>89</td>
<td>115</td>
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<td></td>
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<td>179</td>
<td>91</td>
<td>118</td>
<td>222</td>
<td></td>
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</tbody>
</table>
## Appendix B – Board Forms

### Meeting/Travel Expense Statement

<table>
<thead>
<tr>
<th>Expense Code</th>
<th>Enter Dates</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Luggage Fees</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto miles @ $.56/mile</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Tax and Bus Fares</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking and Tolls</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Tips for drivers</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging (including taxes)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Bellman</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Breakfast</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Other (specify below)</td>
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<td></td>
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<tr>
<td>Personal Expenses</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging (including taxes)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Bellman</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Daily Totals</td>
<td></td>
<td>$0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00</td>
</tr>
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</table>

### Account Summary

<table>
<thead>
<tr>
<th>Expense Code</th>
<th>Category</th>
<th>Total Expense</th>
<th>Subtract Advances</th>
<th>Subtract Personal to MaHIMA</th>
<th>Subtract Personal Expenses</th>
<th>Subtract billed to MaHIMA</th>
<th>Amount Due (owed)</th>
<th>Total Due (owed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Ground</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*Items Listed in this Statement include expenses for (include name)*

*Approval Signature & Date (President or Finance)*
# Meetings Reimbursement Chart

**MaHIMA Board Member Meetings/Reimbursement**

**Last edit: 6/14/2014**

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Month</th>
<th>Location</th>
<th>Attendee(s)</th>
<th>Hotel Coverage</th>
<th>Air Travel Coverage</th>
<th>Ground Transport Coverage*</th>
<th>Meals</th>
<th>Meeting Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHIMA Leadership Symposium</td>
<td>July</td>
<td>Chicago</td>
<td>President, President-elect and one other by choice of the President (typically a delegate who has not attended in the past would be selected)</td>
<td>2 nights</td>
<td>Economy</td>
<td>To and From Airport &amp; to conference location from Hotel</td>
<td>Outside those provided by AHIMA up to $65/day</td>
<td>AHIMA does not charge a registration fee for this event</td>
</tr>
<tr>
<td>AHIMA House of Delegates Meeting</td>
<td>September</td>
<td>Varies (at AHIMA Annual National Convention)</td>
<td>All 5 Delegates</td>
<td>2 nights</td>
<td>Economy</td>
<td>To and From Airport &amp; to conference location from Hotel</td>
<td>Outside those provided by AHIMA up to $65/day</td>
<td>MaHIMA only covers costs associated with the House of Delegates meeting. Registration fees are not covered.</td>
</tr>
<tr>
<td>AHIMA Leadership Symposium and Washington Hill Day</td>
<td>March</td>
<td>Washington, DC</td>
<td>President, President-elect and Director of Legislative Affairs.</td>
<td>2 nights</td>
<td>Economy</td>
<td>To and From Airport &amp; to conference location from Hotel</td>
<td>Outside those provided by AHIMA up to $65/day</td>
<td>AHIMA does not charge a registration fee for this event</td>
</tr>
<tr>
<td>MaHIMA Annual Conference</td>
<td>May or June</td>
<td>MA (varies)</td>
<td>President and President-elect.</td>
<td>President-elect is allowed 2 nights. The President is allowed a 3rd night, prior to the conference, in order to represent MaHIMA during any pre-conference date. If the President can not be present during the pre-conference date, he/she can delegate this third night to the President-elect.</td>
<td>none</td>
<td>none</td>
<td>Registration for main conference covered by MaHIMA</td>
<td></td>
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</table>
Appendix C Board Forms and Reports

Board Activity Report – Dashboards/Quarterly

<table>
<thead>
<tr>
<th>GOAL</th>
<th>TACTIC</th>
<th>NOT IMPLEMENTED</th>
<th>PARTIALLY IMPLEMENTED</th>
<th>FULLY IMPLEMENTED</th>
<th>ASK VOLUNTEERS ADDITIONAL HELP NEEDED, IF SO PROVIDE DETAIL (OR, SPECIFY TIME REQUIREMENT)</th>
<th>Due Date</th>
<th>STATUS</th>
<th>LEADER</th>
<th>NEXT STEPS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify annual goals</td>
<td>Meet with Board members to determine annual goals.</td>
<td></td>
<td></td>
<td></td>
<td>June</td>
<td>Director of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ASBMA Leadership Symposium</td>
<td>Amend Leadership Symposium as requested</td>
<td></td>
<td></td>
<td></td>
<td>July</td>
<td>Director of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fall Meeting</td>
<td>Prepare agenda for Fall meeting</td>
<td>Identity Sponsor</td>
<td>Identity Speakers</td>
<td>Approval of CEUs</td>
<td>Create budget</td>
<td>Budget Approval</td>
<td>Communicate to ASBMA members</td>
<td>Post meeting Board report</td>
</tr>
<tr>
<td>4</td>
<td>Winter Meeting</td>
<td>Prepare agenda for Winter meeting</td>
<td>Identity Sponsor</td>
<td>Identity Speakers</td>
<td>Approval of CEUs</td>
<td>Create budget</td>
<td>Budget Approval</td>
<td>Communicate to ASBMA members</td>
<td>Post meeting Board report</td>
</tr>
<tr>
<td>5</td>
<td>ASBMA Delegate Meeting</td>
<td>Attend December Delegate meeting</td>
<td></td>
<td></td>
<td></td>
<td>December</td>
<td>Director of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Create next year’s meeting schedule</td>
<td>Organize planning meeting to develop next year’s meeting schedule</td>
<td></td>
<td></td>
<td></td>
<td>April</td>
<td>Director of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Annual Report</td>
<td>Prepare final Annual Report for President</td>
<td></td>
<td></td>
<td></td>
<td>May</td>
<td>Director of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
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<td></td>
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</table>
Appendix D Board Waivers

Conflict of Interest Questionnaire

Pursuant to the Conflict of Interest Policy of the Massachusetts Health Information Management Association (MaHIMA) requiring disclosure of certain interests, a copy of which has been furnished to me, and consistent with the purpose and intentions of this policy, I hereby state that I or members of my immediate family have the following affiliations or interests and have taken part in or are now taking part in the following transactions that, considered in conjunction with my position with or relation to MaHIMA, might possibly constitute a conflict of interest (check “non” where applicable):

1. Business Affiliations:
   Please list below any affiliations you or any member of your immediate family have as a director, officer, partner, employee, consultant, agent, or advisor of any person, firm or organization which to the best of your information and belief is a supplier of goods or services to MaHIMA and briefly describe the type of goods or services so supplied. Please include a statement to the best of your information and belief as to the dollar amount received from MaHIMA by such person, firm, or organization during the prior calendar year. If none, so state:

   ________________________________________________________________

2. Other Professional Affiliations:
   Please list below the name and address of any professional organization, other than MaHIMA which you or any member of your immediate family serve as a volunteer or paid director, officer, partner, employee, consultant, agent or advisor and the capacity in which you serve. If none, so state:

   ________________________________________________________________

3. Outside Interests:
   a. Identify any interest or investment, of yourself or your immediate family that might be deemed a position of financial interest in any outside concern. If none, so state:

   ________________________________________________________________

   b. Identify any purchase or sale of property or property right, interest or service, made or proposed to be made by yourself or your immediate family that might be deemed to have been made in competition with MaHIMA. If none, so state:

   ________________________________________________________________
4. **Outside Activities:**
   a. Identify any instance in which you or any member of your immediate family has rendered or are rendering directive, managerial or consultative services to any outside concern that does business with, or competes with the services of MaHIMA. If non, so state:
   b. Identify any instance in which you or any member of your immediate family has rendered or may render services that might be deemed to be in competition with or to the disadvantage of MaHIMA. If none, so state:

5. **Gifts, Gratuities and Entertainment:**
   I hereby certify that neither I, nor any member of my immediate family has accepted or is accepting any gift, gratuity, or entertainment from any outside concern that does, or is seeking to do business with or is a competitor of, MaHIMA, except as listed below. If none, so state:

6. **Inside Information:**
   I hereby certify that neither I, nor any member of my immediate family has disclosed or used or is disclosing or using information relating to MaHIMA’s business for the personal profit or advantage of myself or my immediate family except as listed below. If none, so state:

7. **Other:**
   List any other activities in which you or your immediate family are engaged that might be regarded as constituting a potential conflict of interest. If none, so state:

I hereby agree to report promptly to the President or his/her designee any situation or transaction that may arise during the forthcoming year that constitutes a potential conflict of interest.

_________________   ______________________       _____________________
Signature                  Print Name                                      Date
Appendix E Board Job Descriptions

MaHIMA Finance Chair Job Description

Title: Chair, Finance Committee

Reports to: President, MaHIMA

Term: Minimum of two years

Position Summary: Responsible for the financial oversight functions of the association in accordance with the MaHIMA Bylaws and Operations Manual as well as AHIMA CSA financial requirements. Works with the MaHIMA Board of Directors to determine association income and expense needs for general operations as well as special projects.

Responsibilities:

- Develop association budget at the beginning of the fiscal year in conjunction with the MaHIMA Board of Directors (BOD) and Administrative Director
- Signatory on the association accounts (banking and investment) for oversight and backup to Administrative Director
- Monitor budget performance on a quarterly basis and report to the BOD.
- Monitor checking account and investment account activity on a quarterly basis and create audit report for the BOD.
- Develop the MaHIMA Annual Meeting budget and monitor performance for the estimated and final income and expenses for the meeting.
- Participate in AHIMA finance related activities including periodic webinars, review of CSA Affiliation Agreements and CSA Finance Handbook. Present appropriate policy and procedure changes to the BOD in accordance with AHIMA recommendations.
- Present appropriate policy and procedure changes to the BOD as required by accounting principles or board changes.
- Oversee the preparation and submission of the MaHIMA IRS 990 tax filing with our accounting firm and the Administrative Director.
- Serve as resource to the Administrative Director for budget and other finance questions
- Attend Board and State meetings to present budget and performance reports.
- Perform other duties as outlined in the MaHIMA Operations Manual.

Requirements:

- Active MaHIMA member with prior MaHIMA Board experience required
- Knowledge of financial software such as Quikbooks/Quicken required
- Experience with developing and managing budgets. Non-profit organization budgets knowledge preferred but not required
- Experience working with Excel for developing budget reports and charts required
- Completion of term as Finance Vice-Chair
MaHIMA Finance Vice-Chair Job Description

Title: Vice-Chair, Finance Committee

Reports to: Chair, Finance Committee

Term: Minimum of two years as Vice-Chair and assumption of Chair position for a two-year term for a total of four years.

Position Summary: Assist the Finance Chair with the financial oversight functions of the association in accordance with the MaHIMA Bylaws and Operations Manual as well as AHIMA CSA financial requirements. Works with the Finance Chair to support the association financial activities. This will introduce the Vice-Chair to the responsibilities, policies and procedures that govern the Finance Committee as preparation for assuming the Chair position at the end of their term.

Responsibilities:

- Assist with the development association budget at the beginning of the fiscal year in conjunction with the MaHIMA Board of Directors (BOD) and Administrative Director
- Participate in the monitoring of budget performance on a quarterly basis.
- Assist with the development of the MaHIMA Annual Meeting budget and monitor performance for the estimated and final income and expenses for the meeting.
- Participate in AHIMA finance related activities including periodic webinars, review of CSA Affiliation Agreements and CSA Finance Handbook. Work with the Finance Chair to present appropriate policy and procedure changes to the BOD in accordance with AHIMA recommendations.
- Serve as resource to the Administrative Director for budget and other finance questions
- Attend Board and State meetings to present budget and performance reports as needed to represent the finance committee.
- Perform other duties as outlined in the MaHIMA Operations Manual.

Requirements:

- Active MaHIMA member with prior MaHIMA Board experience preferred but not required
- Knowledge of financial software such as Quickbooks/Quicken preferred
- Experience with developing and managing budgets. Non-profit organization budgets knowledge preferred but not required
- Experience working with Excel for developing budget reports and charts preferred
Appendix F Massachusetts Health Information Management Association
Website Disclaimer
Approved August 2014

The Massachusetts Health Information Management Association (MaHIMA) is committed to honoring the privacy of our members and the users of our website. The following policy explains the data collection and use practices of the MaHIMA.org website (the “Website”). It does not apply to other online or offline MaHIMA sites, products and services. By accessing the Website, you consent to the information collection and use practices this statement describes.

Informational Accuracy

The materials on the Website have been prepared for informational purposes only. MaHIMA has made every effort to ensure the accuracy and reliability of the information presented on the Website. However, MaHIMA does not guarantee the accuracy, completeness, efficacy, or timeliness of information posted by MaHIMA or provided by members on MaHIMA’s Website.

MaHIMA does not recommend or endorse any specific tests, products, procedures, opinions, or other information that may be mentioned on this Website. Reliance on any information provided by MaHIMA and others appearing on the Website at the invitation of MaHIMA, or other visitors or contributors to the Website is solely at your own risk.

Privacy

MaHIMA is committed to protecting the privacy of its Website users. MaHIMA collects unique identifiers (such as membership identification numbers) to verify the user’s identify, provide customized Web pages and customized information. This information is never disclosed or sold to third parties. MaHIMA’s Member Area web page provides member profile data (name, city, state, workplace, e-mail) to other members through its online directory. Other identifying information is not available. Users of this site agree to use directory information for individual, personal, confidential reference purposes only and agree not to use this directory in whole or in part, for mailing lists, solicitations, or other commercial purposes.

Advertising and Promotional Activity

Advertisements, organization and/or corporate logos are to be displayed in designated areas only, such as banner ads or classified ads. Advertisers are responsible for the content of their ads which can include messages containing qualitative or comparative product or service language, price information, or other indications of savings or value; endorsements; inducements to purchase, sell or use the products or services and invitations to participate in market research or other activities.
External Links

To provide users with greater value, MaHIMA provides links to various third party Web sites. These destination links are provided only for your convenience, and do not constitute a referral or endorsement of any of these sites, including the owners, services, products, or content on these sites. You access them at your own risk. Even if a third-party affiliation exists between MaHIMA and the owner of the destination site, MaHIMA does not exercise authority over linked sites. Each such site maintains independent privacy and data collection policies and procedures. MaHIMA assumes no responsibility or liability for the independent policies or procedures of destination sites. Similarly, MaHIMA cannot take responsibility for the privacy initiatives or the content of such Web sites.

Control of Your Personal Information

Information will not be shared outside of MaHIMA without your permission. Please be aware that this privacy statement and the choices you make on the Website will not necessarily apply to personal information you may have provided to MaHIMA in the context of other MaHIMA products and services.

Contact Information

MaHIMA welcomes your comments regarding this disclaimer. If you have questions about our privacy statement or our use of your information, you can e-mail us at info@mahima.org or by writing to: MaHIMA PO Box 1149, Attleboro, MA 02703
Appendix G

Massachusetts Health Information Management Association Code of Conduct
Approved by the MaHIMA Board on August 17, 2018

MaHIMA CODE OF CONDUCT

The Massachusetts Health Information Management Association (“MaHIMA” or the “Association”) Board of Directors (“Board”) has adopted the following Code of Conduct policy for its Board and Committee Members (“Member”).

This policy is intended to foster and sustain a culture of accountability, honesty, and professional excellence. Each Member must comply with the letter and spirit of this Code.

It is understood that no code or policy can anticipate every situation that may arise. Accordingly, this Code serves as a source of guiding principles to ensure that each Member maintains a high standard of ethical conduct in performance with MaHIMA, and to ensure that the Association’s membership maintains confidence in and respect for the entire Board of Directors and Committee Members. Members are encouraged to bring questions about specific circumstances that may involve one or more of the provisions of this Code to the attention of the President, who may consult with the MaHIMA Board of Directors, AHIMA, and/or legal counsel as appropriate.

To properly serve the Association, each Member must act with dignity and integrity, both inside and outside of Board and Committee meetings, reflecting MaHIMA’s high standards for ethical behavior and professionalism. A Member should take no action that could discredit the reputation or credibility of MaHIMA.
Each Member agrees to the following:

1. **General Standards**
   a. Comply with the MaHIMA Code of Conduct and all other rules and regulations of the Association (including but not limited to the Association’s Bylaws and operational policies and procedures) and will ensure that their membership in the Association remains in good standing.
   
   b. At all times work within the Association’s framework, and not act unilaterally or contrary to such decisions made by the Board of Directors.
   
   c. Exercise due care in the performance of all duties. A Member should not knowingly fail to comply with the requirements of the Association’s governing documents if the documents comply with the law.
   
   d. Adequately plan for, complete and oversee all assigned duties and functions as a Member for the benefit of the Association.

2. **Act in the Best Interest of the Association**
   a. Work for the common good of the membership of the Association and not for any private or personal interest.
   
   b. Assure fair and equal treatment of all Members coming before the Board and/or Committee.
   
   c. Make all decisions and representations with the best interests of the Association in mind.
   
   d. Endeavor to discourage or avoid conduct that could be divisive or harmful to the best interests of the Association.

3. **Model of Excellence**
   a. Acknowledge the worth of Members and appreciate their individual talents, perspectives and contributions.
   
   b. Acknowledge Members who contribute to the success of the Association and/or activities.
   
   c. Assist with creating an atmosphere of respect and civility in which other Members are free to express their ideas and encouraged to work to their full potential, including conducting affairs with honesty, integrity, fairness and respect for others.
   
   d. Recognize that Board and/or Committee decisions are made by a majority vote and respect the majority decisions of the Board and/or Committee, even when in a minority position on such actions.
   
   e. Work with all Members and respect the opinions of peers who serve on the Board and/or Committee and leave personal prejudices out of all Association business and discussions.
4. **Conduct of Board and /or Committee Member**
   a. Foster an environment of respect, cooperation and collegiality.
   b. Act with integrity in a professional, trustworthy and ethical manner, exhibiting honesty and civility at all times.
   c. Avoid speaking on behalf of the Association unless designated by the Board of Directors and/or President.
   d. Conduct the business affairs of the Association in good faith and with honesty, integrity, due diligence, and competence.
   e. Exercise proper authority and good judgment in their dealings with the Association, suppliers, and the public and respond to the needs of the Association in a responsible, respectful, and professional manner.

5. **Conduct at Meetings**
   a. Make every effort to attend meetings regularly and to perform their duties in accordance with the Association’s Bylaws and operational policies and procedures.
   b. Conduct themselves at all meetings, including board meetings, annual meetings, and committee meetings, in a professional and businesslike manner.

6. **Board and/or Committee Commitments**
   a. Devote the time and resources reasonably necessary to fulfilling his/her commitments to the Association activities.
   b. Demonstrate due diligence in preparation for and attendance at Board and/or Committee meetings and other activities on behalf of MaHIMA. Listen courteously and attentively to discussions; and focus on the business matter
   c. To the best of his/her ability, be informed about the needs and opinions of the MaHIMA membership and ask questions necessary to be fully informed about the issues being addressed by the Board and/or Committee, before making decisions.

7. **Board and /or Committee Decisions**
   a. All decisions will be based on the objective merits and substance of the business matter rather than unrelated or subjective considerations.
   b. Share with the Board and / or Committee any substantive information that is relevant to the matter under consideration. Members may not knowingly make an untrue statement of a material fact or knowingly fail to state a material fact.

8. **Support of Board Decisions**
   Accept and publicly support Board decisions. A Member is encouraged to be an ambassador of MaHIMA and, subject to the Standards of this Code of Conduct, to promote the activities and actions of the Board with the MaHIMA membership and publicly. In doing so, a Board member must stay faithful to the intent of the Board and should not reinterpret or re-characterize the Board’s actions to reflect his/her own view and should avoid taking actions that have the purpose of undermining the dictions or action of the Board.
9. **Gifts and Favors**
   a. Not take or accept any special advantage of services or other opportunities for personal gain that are different from any interest or advantage shared with all other members of the Association.
   b. Not accept any gifts, favors or promises of future benefits, which might compromise, or give the appearance of compromising, their independence of judgment or action.
   c. Solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association.
   d. Accept a gift or favor made with the intent of influencing a decision or action on any official matter.

**Confidential Board Information**

Except as the Board may otherwise require or as is otherwise required by law, Members must not share, copy, reproduce, transmit, divulge, or otherwise disclose any confidential information related to the affairs of the Association, and uphold the strict confidentiality of all meetings and other deliberations and communications of the Board.

No member of the Board of Directors will use any information provided by the Association or acquired as a result of the Board member’s service to the Association in any manner other than in furtherance of his or her Board duties. Further, no member of the Board of Directors will misuse Association property or resources and will at all times keep the Association's property secure and not allow any person not authorized by the Board of Directors to have or use such property.

**Violations of Code of Conduct**

Violations of the Code of Conduct shall be brought to the MaHIMA Board of Directors. The Board may elect, at its sole discretion, to appoint an ad hoc Code of Conduct Committee, comprised of other Association Members, Past Presidents, or other impartial persons as the Board determines to assist with an objective investigation of the alleged violation in question and provide recommendations. If this ad hoc committee determines that a Member has violated this Code of Conduct, corrective action may be imposed. Corrective measures or discipline should be appropriate to the facts and circumstances of the violation and, subject to the Bylaws, may include the following:

- Re-education and/or retraining
- Removal from certain Board or Committee-related functions or duties for a specific period of time
- Removal from MaHIMA’s Board or Committee related functions or duties
Acknowledgement

Upon being appointed or elected to the MaHIMA Board of Directors, or any MaHIMA’s Committee, each Member shall sign the MaHIMA Code of Conduct for Board or Committee Members every year for as long as they hold a position on the Board and/ or Committee.

2019-2020 MaHIMA CODE OF CONDUCT ACKNOWLEDGEMENT

I acknowledge that I have received and read the Association’s Code of Conduct Policy set forth above and have had the opportunity to ask questions about the policy. I understand my obligations and responsibilities as a Board and/or Committee Member and will act in accordance with this policy.

Name (please print): ________________________________________________________________

Board Position: _________________________________________________________________

Committees: _________________________________________________________________

_________________________________________________________________

Signature: ___________________________________________________________________

Date: _______________________________