

CHIA VOLUNTEER QUESTIONNAIRE

Get involved in CHIA Leadership!

Get involved in CHIA leadership. Volunteering for your professional association is a great way to develop and hone your leadership skills, increase your professional contacts, give back to our profession, and have fun.

The CHIA Board and Component Local Association (CLA) leaders recognize the importance increasing active member involvement is in building a strong association that provides optimal educational, networking, resources, and leadership opportunities for our members. CHIA and the CLAs continually seek volunteers to fill roles to help in this endeavor. Use this questionnaire to let us know the areas and types of volunteer activities in which you are most interested. This information will be shared with CHIA and CLA leaders for use in making appointments to volunteer roles.

Whether you are a new or "seasoned" volunteer, you can make a world of difference in our Association.

Fax, mail, or e-Mail to CHIA. Thank you!

1. Name _____ Credential(s) _____
 Phone _____ E-mail _____
 My Component Local Association is _____ Today's Date _____

2. I am interested in the following CHIA volunteer role(s): *Check all that apply - See reverse for brief description of roles.*

- | | |
|--|---|
| <input type="checkbox"/> CHIA President-elect then President | <input type="checkbox"/> Editorial Advisory Board <i>CHIA Journal</i> |
| <input type="checkbox"/> CHIA Director | <input type="checkbox"/> Legislation Committee |
| <input type="checkbox"/> Delegate to AHIMA | <input type="checkbox"/> Mentorship Committee |
| <input type="checkbox"/> Academics Committee | <input type="checkbox"/> Nominating Committee |
| <input type="checkbox"/> Audio/Webinar Committee | <input type="checkbox"/> Online Education Committee |
| <input type="checkbox"/> Candidates Committee | <input type="checkbox"/> Privacy and Security Committee |
| <input type="checkbox"/> Coding and Data Quality Committee | <input type="checkbox"/> Seminars Committee |
| <input type="checkbox"/> Continuum of Care Committee | <input type="checkbox"/> Other CHIA role _____ |
| <input type="checkbox"/> Convention Committee | |

3. I am interested in the following Component Local Association (CLA) volunteer role(s): *Check all that apply.*

- | | |
|---|--|
| <input type="checkbox"/> CLA Board of Directors | <input type="checkbox"/> CLA Coding Roundtable Representative |
| <input type="checkbox"/> CLA President | <input type="checkbox"/> CLA Education Committee |
| <input type="checkbox"/> CLA Director | <input type="checkbox"/> CLA Nominating Committee |
| <input type="checkbox"/> CLA Treasurer | <input type="checkbox"/> CLA Delegate to CHIA House of Delegates |
| <input type="checkbox"/> CLA Secretary | <input type="checkbox"/> Other CLA role _____ |

4. If you have volunteered for CHIA or your CLA in the past, how did you initially become involved?

- | | |
|--|--|
| <input type="checkbox"/> Recruited by another CHIA member | <input type="checkbox"/> Read about opportunities in the <i>CHIA Journal</i> or Web site |
| <input type="checkbox"/> Read about opportunities in my CLA Newsletter | <input type="checkbox"/> Submitted this questionnaire previously |
| | <input type="checkbox"/> Other: _____ |

5. How can CHIA and our CLA's help make our Volunteer roles more attractive to you and/or enable you to volunteer?

DESCRIPTIONS OF VOLUNTEER ROLES

The following is a very brief description of the key responsibilities of various leadership and other volunteer roles within CHIA. CHIA volunteers are reimbursed for approved expenses related to volunteer activities. Board members and other volunteers are assisted by the CHIA Executive Director and office staff. Committees meet via conference call except where otherwise noted. Most meet monthly. For complete descriptions of committee member roles, log onto the California Community of Practice on at <http://www.AHIMA.org> or contact the CHIA Executive Office.

CHIA Board of Directors

Composed of seven members elected by the CHIA members. Board members serve two-year terms; the President serves three years on the Board, one year as President. The Board meets five times in person at locations within California, plus occasional conference calls. Other travel is occasionally required to attend CHIA, CLA and AHIMA events. May include out-of-state travel.

Delegate to the AHIMA House of Delegates

Delegates are the CHIA President and President-elect and three members elected by the membership; each serves two-year terms. Delegates represent CHIA and other AHIMA members in AHIMA activities and policies. AHIMA delegates have year-round responsibilities and attend the AHIMA House of Delegates.

CHIA Academics Committee

Members include one HIM educator from each HIA/HIT school and other non-educators. Establish communication between CHIA and existing and potential HIA/HIT programs in California.

CHIA Audio/Webinar Committee

Plans topics and speakers for audio and/or Webinar educational programs.

CHIA Candidates Committee

Committee promotes programs and nominations related to AHIMA elected positions, AHIMA Triumph Awards, AHIMA CSA Core Service Achievement Awards and CHIA Recognition Awards.

CHIA Coding and Data Quality Committee

Disseminates current coding and reimbursement information to CHIA membership and other health care practitioners and takes an active role in all matters related to classification, collection and use of health care data. Meet monthly. Also assists in planning the Coding paths at the CHIA Convention & Exhibit. CHIA attempts to appoint members who cover the array of health care areas – acute hospital, LTC, mental health, ambulatory, etc.

CHIA Continuum of Care Committee

Provides HIM resources (articles and educational programs) related to the post acute care settings.

CHIA Convention Committee

Plans the topics, speakers and events for the CHIA Convention & Exhibit. Includes one face-to-face meeting and conference calls approximately monthly. Members assist on-site with convention activities.

CHIA Editorial Advisory Board for the *CHIA Journal*

Reviews/approves articles for publishing in the *CHIA Journal*. Members assist in identifying topics and authors for journal articles and make other recommendations related to the *CHIA Journal*. The committee meets via conference call approximately bi-monthly and may include a face-to-face meeting.

CHIA Legislation Committee

Reviews proposed legislation and regulations to ascertain the impact on the HIM profession and consumers and makes recommendations on actions to the Board of Directors. CHIA attempts to appoint members who cover the array of health care areas - Acute Hospital, LTC, Mental Health, Ambulatory, Home Health, etc.

CHIA Mentorship Committee

Use AHIMA mentorship program to establish a CHIA mentorship program. The purpose is to bring together students and new HIM professionals with seasoned HIM professionals for mutually beneficial communication.

CHIA Nominating Committee

Works with CLAs and individual members to make nominations for CHIA Board of Director offices, AHIMA Delegates, and AHIMA Nominating Committee. Consists of one representative from each CLA and two CHIA Board-appointed members. One face-to-face meeting and one or two conference calls.

CHIA Online Education Committee

Coordinates the development of CHIA's online educational programs and resources.

CHIA Privacy and Security Committee

Advise the CHIA Board and recommend resources on issues related to electronic health records (EHRs), health information exchange (HIE) implementation and privacy and security of health information. Advance CHIA's effective collaboration with external public and private organizations that have a mutual interest in these topics.

CHIA Seminars Committee

Committee plans the topics and speakers and locations for CHIA seminars. Members may act as on-site coordinators and presiders at seminars. May include one face-to-face meeting and monthly conference calls.

CLA Coding Roundtable Representative

Works with CHIA Coding Roundtable Coordinator in providing coding roundtable meetings at the local level.

Other CLA Volunteer Roles

Please contact your CLA leadership for further details on CLA leadership and volunteer roles and responsibilities.