

SDHIA President-Elect Position Description

From the R&Rs: The President-elect shall serve as a member of the SDHIA Board of Directors, shall serve as an aide to the President, and shall become familiar with and be able to assume the duties and functions of the President in his/her absence, disability or inability to act. The President-elect shall automatically succeed to the office of the President after serving one (1) year as President-elect. The President-elect shall be the second Delegate to the CHIA House of Delegates and shall perform other duties as required, under the direction of the President and/or as assigned by the Board of Directors and as set forth in the SDHIA Policy and Procedure Manual.

- The following tasks are performed monthly from September to May:
 - Schedule speaker(s) for the 9 meetings from Sept – May. Contact via phone calls and e-mails. Get presentation materials and bios from the speakers. Make handouts for the members as applicable.
 - Share writing thank you cards with the president to all meeting speakers and vendors.
 - Ask speakers to RSVP on Event Brite. That will enable them to receive future invitations. Review educational evaluation forms with the president and report results at the following Board meeting.
 - Write the “Calendar of Events” for the Newsletter, which may need to be updated throughout the year. Include start time of 5:00 p.m.
 - Write a summary of each meeting topic for the Newsletter for the “Education Corner”.
 - Prepare information for sharing and input at the Board meeting. The President-Elect report is a standing agenda item.
 - Proof read monthly meeting minutes.
 - Education sessions – Introduce the speaker(s) at each meeting. Make announcements about information valuable to the members.
- Jan / Feb – May be asked to write letter of reference for CHIA award nominees (as applicable, when requested).
- April – Participate in creating budget for next year.
- April - Order the plaque for the current (outgoing) president to present at the May installation of officers.
 - One resource: Al’s Sport Shop located at 9250 Mission Gorge Road, Santee, CA, 92071. 619-562-4263. Rob makes the plaques. Rob’s e-mail address: rob@alssportshop.com

http://www.alssportshop.com/index.php?option=com_content&view=frontpage&Itemid=1

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- June - Attend CHIA HOD meeting as a Delegate. Occurs on a Sunday.
- June - Attend the CLA President's Forum at CHIA Convention.
- July – Attend SDHIA strategic meeting. Recommend topics and speakers at the Strategic meeting.
- Aug / Sept – Participate in CHIA CLA intro/training conference call.
- Aug / Sept – Go to bank to sign forms for account access.

SDHIA President Position Description

- The following tasks are performed monthly from September to May:
- Lead the Board meetings. Create and distribute the agenda via e-mail prior to the meetings. (Suggestion: Create a generic Board agenda for the entire 9 months in advance)
 - (Bring hard copies of the agenda to the meeting.
 - Review educational evaluation forms with the president-elect.
 - Write a “President’s Article” for every newsletter.
 - Submit “Board Actions” report to CHIA for posting on our web page. clanews@californiahia.org
 - Open, welcome members and close out the meeting. Inform membership of pertinent and timely business information.
 - Share writing thank you cards with President-elect (to all meeting speakers and vendors).
- Schedule visits to accredited programs, (S.D. Mesa College, Brightwood College, Grossmont) to promote scholarships. Reach out to on-line programs.
- Maintain the Google calendar with all event dates.
- January 10 – Send ballot to CHIA for validity checking. Then CHIA will send an e-mail blast to SDHIA active membership.
- January / February – May be asked to write letter of reference for CHIA award nominees (as applicable, when requested). Mid-February – Submit all recognition award nominees’ information to the Candidates Committee for CHIA Awards. Any member can recommend and submit a nominee.
<http://californiahia.org/chia-recognition-awards>
- Mid February - Go to CHIA website / My Committees to view (downloadable) active member list from CHIA to compare the names of people with voting privileges to those who voted. This will be referred to by the 3 people counting ballot votes.
- End of February - Call new SDHIA Board members to inform them they were nominated. Fill out the CLA Leadership Roster form and submit it to CHIA by February 28 so they can put the ballot announcement together for e-mail blast.
- March 1st – CHIA Award nominee’s names and letters of recommendation are due to CHIA.
- April and / or May – Create certificates for Board members, committee members and volunteers. Thank you card or certificate for SDHIA student scholarship(s).
- April - Review and approve budget for the year to meet the CHIA deadline of May 1st.

SDHIA President Position Description

- May 1st – Complete CLA Annual Report via Survey Monkey.
- May – end of month. Submit Silent Auction Donation form to CHIA. Bring the auction gift to the CHIA Convention on Sunday between 1 am – 4 pm.
- May – end of month. CHIA will send out a Survey Monkey called the CLA annual report. Penalties imposed if submitted late. Survey questions consist of # of meetings, # of attendees, speakers and topics. AHIMA Triumph Awards – Deadline: June 1 approximately
<http://www.ahima.org/about/recognition/triumph/award-categories>
- June – Attend CHIA Convention HOD meeting and the CLA leadership luncheon.
- Summer strategic meeting – Write the agenda. Standing item: review R&R's. Plan food agenda with the hostess for this meeting.
- Recruit committee members, including Coding Roundtable coordinators.
- October – Work with the AHIMA Delegate to survey members for input to discuss at AHIMA's HoD at AHIMA's October convention.
- Maintain business card file.
- Participate in using Event Brite. Set the code for monthly meetings. Change the code for holiday dinner and special events (Coding Roundtable). RSVP's are sent out via Event Brite. Name badges can be printed.

SDHIA Past President Position Description

- Mentor the President and President-Elect and any committees that need guidance.
- Jan / Feb – May be asked to write letter of reference for CHIA award nominees (as applicable, when requested).
- Mid-February – As the Nominating Committee Chair, counts ballots with 1-2 other members.
- Sept – May - Serve as the SDHIA & CHIA Nominating Committee Chair.
- Attend Board meetings. Prepare information for sharing and input at the Board meeting. The Past-President report is a standing agenda item.

SDHIA Secretary Position Description

From the R&R's: The Secretary shall serve as a member of the SDHIA Board of Directors. The Secretary shall keep permanent records of the meetings of the SDHIA and the SDHIA Board of Directors, and shall submit them for approval at the next meeting of the respective group. The Secretary shall perform other duties as required, under the direction of the President and/or as assigned by the Board of Directors.

- Jan / Feb – May be asked to write letter of reference for CHIA award nominees (as applicable, when requested).
- The following tasks are performed monthly from September to May:

Monthly educational sessions:

- Create the Power Point Presentation (PPP) intro / welcome slide for each monthly meeting. See example called "PP Intro Example" in the SECRETARY DUTIES folder. PPP should include: Information on speaker for the evening, Calendar of Events (from newsletter); CHIA's mission statement; open committee positions; SDHIA student scholarship (from newsletter); upcoming events. FOR SEPT. 2016 ONLY: Board duties and SSL document (with highlights).
- Event Flyer - Create it for the monthly meeting announcement on Event Brite 2 weeks in advance of the meeting and E-mail to CHIA at clanews@californiaHIA.org . Again, E-mail to CHIA 1 week in advance for e-mail blast at least 3 business days in advance.
- Bring copies of CEU form, attendance form, evaluation form, and all sign in sheets to the monthly meetings. (member / student / committees / volunteers.)

Monthly Board meetings:

- Take minutes. Send to Board members within 1-2 weeks for review. The Secretary shall electronically mail minutes of its meetings to the CHIA CEO and the CHIA Liaison. (2016-2017 Sharon Lewis and Maria Hewett).
- Bring hard copies of the rough draft minutes to the Board meetings for review for approval. Finalize minutes at the following Board meeting and submit the final copy to CHIA.
- Report out. There is a standing agenda item for the Secretary's report.

SDHIA Treasurer Position Description

From the R&R's: The Treasurer shall serve as a member of the SDHIA Board of Directors. The Treasurer shall be the custodian of and maintain an accurate record of and deposit all funds received and dispersed by the according to the methodology approved by the SDHIA Board of Directors. The Treasurer shall prepare and forward a monthly financial report to the President of the SDHIA, and also prepare and submit twice yearly the Treasurer's Report to CHIA Executive Office. The Treasurer shall perform other duties as required under the direction of the President and/or as assigned by the Board of Directors. SDHIA shall submit the financial records by the announced deadline, or be held responsible for any costs incurred as a result of the delay.

Support Contact:

Rissa Herman, Accounting & Admin Assistant
Email: Rissa@CaliforniaHIA.org
Tel: (559) 251-5038
Fax: (559) 251-5836
Mail: 1915 Fine Ave., St #104, Fresno CA 93727

How to Access CLA Committee Documents

CLA treasury documents are accessible through your CHIA profile, and you can access them whenever you need! See the attached instructions to get started. Current documents available include:

1. CLA Expense Reimbursement Form Sample
2. CLA Financial Review Checklist
3. CLA Quicken Procedure Manual: Complete Quicken instructions for Treasurers. This step-by-step guide will make it simple and easy to enter transactions, reconcile, and print reports.
 - Install and use the Quicken 2015 software on your computer.
 - Write checks to cover all expenses.
 - Make bank deposits monthly following education sessions.
 - Semi-annually submit the breakdown of meeting attendees by their member status.
 - January – Prepare financials (BI-ANNUAL review through the end of October) at the end of January to submit to CHIA on February 1. Track the vendor sponsorships in the financial report. Currently we are keeping a separate report log, which is not required by CHIA.
 - Jan / Feb – May be asked to write letter of reference for CHIA award nominees (as applicable, when requested). August - Go to the bank and sign forms to access accounts.
 - May – Update Vendor sponsorship log within the budget.

SDHIA Treasurer Position Description

- June - Receive and deposit checks into the bank from members and vendors. Only pending HOD expenses should be open at the June year end.
- End of July – Submit all hard copies for every transaction via U.S. Mail to CHIA, Attn: Rissa Hermann. Due August 1st or penalties are imposed.
- August - Go to the bank and sign forms to access accounts.
- August / September - Attend the training with Debi Boynton at the beginning of the term.

Board Meetings:

- Bring a copy of the budget to every Board meeting.
- Report out at the Board meetings on the accounts balances and activity.

SDHIA Hostess Position Description

- Purchase prepared foods that are in sealed containers.
- Obtain the Costco gift card or a check from the treasurer.
- Submit receipts to the treasurer.
- It is a requirement to use the cart to transport heavy items to prevent injuries.
- It is mandatory to wash hands before handling any food items or utensils.
- Set up food tables and clean tables at the end of the meeting.
- To educate about separating trash from the recyclable items when applicable:
 - Put the message in the Introduction Power Point slides
 - Affix signs to the receptacles
 - The President shall announce at the start of each meeting

SDHIA Newsletter Editor Position Description

Primary Function

To inform CLA members about SDHIA operations, activities and events with a monthly newsletter. Editors organize the collection of documents and graphics submitted by the Board and committee members.

General Tasks

- Contact Board and committee members on or around the first of each month to submit articles and announcements for the subsequent month's newsletter. All submissions should be received on/near the 15th of the month. Cutoff deadlines for the submission of articles will be posted with each request for articles.
- Consult the calendar of events to communicate specific information about the event (e.g., event speakers, time and date of event, location and map of event, event pricing, special instructions...)
- Contact the secretary and request event flyers with Eventbrite™ hyperlinks (available for E-Blast invites) for inclusion in the newsletter.
- Contact the president-elect for information about the sponsors/external organizations; advertising and logos.
- Ask attendees (members) at the CLA monthly meetings for ideas, announcements and article submissions for the following month's newsletter.
- Create and format special announcements that are verbally submitted and/or discussed. Do not include AHIMA or CHIA information that is sent out to the membership via e-mail.
- OPTIONAL: Newsletter Editor searches local area hospitals career sites and various employment websites for relevant HIM job postings and compiles a list with hyperlinks to the job postings to be listed in the jobs section of the newsletter.
- Request that all submissions be placed/located in the appropriate month's Dropbox folder.
- Encourage committee members to write/create for the newsletter and share ideas.
- Provide advance notification of submission dates and a follow-up reminder to adhere to: adequate time to produce newsletter, and our agreement with CHIA.
- Keep newsletter committee and the president and president-elect informed of all issues pertaining to the newsletter.
- Get the newsletter out on time!

General timeline:

First of each month	Request submissions
15 th of the month	Submissions Deadline
3 rd week of the month	Formatting and Corrections of submissions
4 th week of the month	Final formatting, PDF version sent to CHIA for E-Blast

SDHIA Newsletter Editor Position Description

Planning

- Create the newsletter in Microsoft Word format to enable editing and changes by Board members. Save the final draft of the newsletter in PDF format, in Dropbox with appropriate labeling (SDHIA, Month, year and final draft in the title of the PDF document).
- Attend meetings to receive all inclusions for upcoming editions.
- Choose layout to promote SDHIA and CHIA guidelines and to promote committee initiatives.

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1. Header	SDHIA Newsletter Header with Issue #, month and year, CHIA logo and SDHIA logo
2. Page 1	Table of contents; President’s message
3. Following the President’s message	Current year SDHIA Board and Committee members and Student Volunteers (listed)
4. Treasurer’s Report	Include checking, savings, petty cash and total assets
5. Education Corner	Message from the President-elect
6. Coding Corner	Article from Coding Committee
7. Other Committee and Special Announcements (Prominent member news-moving, retiring,	Nominating Committee, Rules and Regulations Committee, Finance Committee, CHIA House of Delegates, Special Announcements – include if submitted.
8. SDHIA Current Year Calendar of Events	Past events remain in the newsletter for the entire fiscal year – highlighted in a different color.
9. Event Flyer	Current monthly meeting event flyer with Eventbrite hyperlink to register for the meeting
10. Special Events Flyer	Special events flyer (coding roundtable, holiday meeting, spring meeting) with Eventbrite hyperlink to register for the meeting
11. Sponsor acknowledgment	Logo, thank you, small advertisement about the sponsor’s business services
12. Job Announcements	Researched and provided by the newsletter editor
13. Social Media Corner	Remains the same with updates to the submission date for the following month’s newsletter.

Required Tools For The Job

The Newsletter Editor(s) must work with computer hardware and software that is universally compatible and adheres to SDHIA/CHIA guidelines. These include:

- a computer with universal software capabilities (Microsoft Word and Adobe Acrobat)
- Internet access/connection

SDHIA Newsletter Editor Position Description

- Ability to use Dropbox
- E-mail account

Record Keeping and Archiving

- Keep files and back-ups of all newsletters produced in Dropbox. Maintain all inclusions and the final draft of the newsletter in Microsoft word format in the appropriate month in Dropbox.
- Save the final draft of the newsletter in PDF format to be transmitted to CHIA for E-mail blast and posting on the CHIA website.
- Maintain an Annual Bits & Pieces file in which articles, advertisements etc. required each year are stored.

Tasks for Each Edition

Use the previous newsletter as a template. Delete previous month's submissions and add the current month's submissions.

Standing announcements/inclusions include the roster of Board and Committee members and volunteers, the calendar (updated monthly) and the social media page. Additionally, the SDHIA student scholarship announcement, CHIA mission statement, CHIA business submission deadlines for the year and the disclaimer for sponsor advertisements must be included in every newsletter.

The pages of the newsletter are numbered in the footer. The newsletter should always be laid out in page multiples of four.

Page 1

- For each edition change the Issue Number to the next number in the series and change the month and/or year.
- Insert the President's submitted article.
- Adjust the Table of Contents box.

Subsequent Pages

- Flow in the remainder of the submitted articles and announcements according to the recommended layout listed in the table above.
- On the events calendar, highlight the past events in a different color from the current or future events.
- Include standing announcements in each newsletter. Editor may choose the format for these announcements.
- On the last page, "Social Media" change the deadline date for submissions for the next month's newsletter.

SDHIA Newsletter Editor Position Description

The Finished Product

- Make final changes to the newsletter according to the input from the review committee (Board members and volunteers). Adhere to the cut-off date for changes. Save the newsletter in PDF format, label final draft and place in the Dropbox.
- Notify the President, President-elect and the Secretary that the final copy is available in the Dropbox.
- The President, President-elect or the Secretary will send the PDF version of the newsletter to CHIA so it can be posted on the SDHIA website and e-blasted to members. CHIA requires a 3-day window to get the newsletter posted on the website and e-blasted. The mandatory cut-off date for the final draft is the first day of the 4th week of the month.