

## Committee Policy and Procedures

---

Policy Title: Important Information for All Committees  
Policy Number: 101  
Approved By: CHIA Board of Directors  
Approved Date: May 11, 2017  
Revised Date(s): 3/9/2017

(Note: The term “committee” refers to any committee, task force, special committee, or external liaison)

### Committee Appointments

CHIA strives to offer volunteer roles to as many members as possible; therefore, committee appointments are for a one-year term unless otherwise specified at the time of appointment or as indicated in the Policies and Procedures Manual. In some cases, one to three committee members may be asked to remain on their appointed committee for an additional year in order to provide continuity in the committee’s activities. Whenever possible, the Chair of the committee is an individual who has served as a member of the committee previously.

### Committee Membership and Contact Information

- A. Committee composition shall consist of a Chair (or co-Chairs) and members as recommended by the President-elect and approved by the CHIA Board of Directors.
- B. CHIA Active members in good standing will be eligible for Committee Chair or member appointments. Non-members may be appointed as committee resources (without vote).
- C. See each Committee’s section of the Policy and Procedure Manual for additional committee member qualifications or background preferences for that particular committee, and the recommended number of members for that committee.
- D. The CEO/Executive Director supplies the Committee Chair and Legislative Advocate with the names and contact information (e.g. e-mail addresses and telephone numbers) of the CHIA Board and committee members at the beginning of the fiscal year.

### Budget and Expenses

- A. The committee’s approved budget is included in CHIA’s annual budget and is available from the CHIA Board Liaison and the Executive Director. Under no circumstance can the committee exceed the amount budgeted unless prior approval has been received

from the CHIA Board. Funds remaining in the budget allotment at the end of the business year automatically revert to the general fund of CHIA. Committee planning shall include budgetary planning so that budget funds are expended only towards meeting the goals of the committee.

- B. The committee's budget is generally for committee meeting expenses (e.g. conference calls, travel, materials, catering) only and does not include expenses for the programs or activities that the committee may plan or recommend.
- C. When committee meetings are held in conjunction with National or State Annual Convention or other programs that a majority of committee members may be attending, expense reimbursement is not granted for travel/lodging in order to attend the meeting.
- D. The Chair shall instruct Committee members on the Expense Reimbursement guidelines and forms for requesting reimbursement for approved expenses. If additional funds are needed, the Chair's recommendation shall be made to the CHIA Board prior to the expenditure. Any amounts exceeding the CHIA Board's approved guidelines shall not be reimbursed. Only approved expenses will be reimbursed. Expenses must be submitted to the CHIA Executive Office within fifteen (15) calendar days after the expense is incurred, or CHIA shall not be held financially responsible.
- E. No later than January 31st, the Chair shall submit anticipated strategic goals and budgetary adjustments for the next fiscal year shall to the Executive Director and President-elect for review by the CHIA Finance Committee that meets in February.

**Important Dates for Committees, Task Forces, and External Liaisons**

July	Within the first month of the fiscal year, the Chair and CHIA Executive Office shall schedule the first meeting and distribute materials to committee members. CHIA will conduct an Committee orientation webinar.
Nov 15	Make recommendations to CHIA President-elect for committee appointments for next fiscal year.
Jan 31	Submit anticipated strategic goals and budgetary adjustments for the next fiscal year, if necessary.
Feb 11	Complete the review of the committee's policy and procedures and make recommendations for revisions, if necessary.

Additional deadlines specific to each committee are included in each committee's section of the CHIA Policy and Procedure Manual.

## **Meetings, Attendance Requirements and Agendas**

- A. Meetings are generally held via conference call utilizing CHIA's conference call service. Face-to-face meetings will be scheduled only as approved by the CHIA Board of Directors and when an appropriate budget has been established. The site for face-to-face meetings will be selected for a location that will result in the least travel expense for the committee members. When feasible, meeting rooms shall be held in locations that will have no room charge. When hotel sites are required, the Executive Office will schedule the meeting room and catering.
- B. Committee meetings shall be scheduled in advance. It is preferable that the year's meeting schedule be established at the first meeting of the committee. The Executive Office will facilitate scheduled meetings and email timely reminders and materials to allow committee members the opportunity to prepare and to participate. The Board Liaison for each Committee shall be included in all meeting notices, as well as the CHIA CEO/Executive Director, President and assigned CHIA staff support.
- C. The Committee Chair is responsible for preparation of the meeting agenda for each meeting at least three days in advance of the meeting. CHIA Staff will send the agenda and other documentation (including minutes from the prior meeting) to committee members along with a meeting reminder.
- D. A majority of committee members shall constitute a quorum and the act or vote of a majority of the committee members present at a meeting at which a quorum is present shall constitute the act or vote of the committee.
- E. A committee member who finds that he/she will be unable to attend a committee meeting (conference call or face-to-face) should notify the Chair as soon as possible and will be considered excused from the meeting. Any member with three unexplained absences will result in an automatic resignation from a committee. If a member has three or more excused absences, the Chair will discuss the absences with the member and address the issue with the Board Liaison. If the reasons for non-attendance are not clear or valid, removal should be considered. If the decision is to remove the committee member, the Board Liaison or designee shall contact the member. Filling the vacancy should be handled utilizing the usual process. (03 09 2017 BOD)
- F. The Chair will instruct all committee members and any assigned committee resources of their responsibilities as soon as possible after appointment and provide an outline of work to be done during the year and establish deadlines for portions of the work as necessary.
- G. A copy of all correspondence pertaining to the work of the Committee shall be sent to each member of a Committee by the Chair. Members shall be instructed to send copies of their correspondence with the Chair to other members.

## **First Meeting of the Committee**

- A. The agendas for each committee will vary. However, the following should be included on the agenda of the first meeting for all committees.
1. Distribute the CHIA Policy and Procedure Manual committee sections to each committee member:
    - a. Important Information for All Committees
    - b. The individual Committee's Section
  2. Review member meeting attendance requirements.
  3. Review travel procedures as needed.
  4. Review action items in the committee section of CHIA Policy and Procedure Manual.
  5. Prioritize and assign activities to be accomplished.
  6. Establish committee meeting dates/locations for the entire fiscal year.
  7. CHIA Conflict of Interest and Dualities Policy (must be completed online by all volunteers)
- B. In addition, the following items should be added to the committee agendas for each meeting:
1. Environmental scan. A brief, informal opportunity for members to mention issues in the industry that may have an impact on HIM practice.
  2. Member communications. CHIA sends news e-bulletins to members bi-weekly. This agenda items gives the committee members an opportunity to identify and submit items for e-bulletin content.

## **Committee Minutes, Roster (Reports) and Correspondence**

- A. The committee minutes (also called report) shall be written within seven days after the meeting and submitted to each committee member, the CEO/Executive Director, and CHIA Board Liaison. The following should be included:
1. Name of Committee
  2. Date of report including date(s) of meetings
  3. Conference call details
  4. Topics/issues discussed
  5. Actions taken and follow-up assignments made
  6. Recommendations to the CHIA Board of Directors, if any.
  7. Any recommended revisions to the Committee's section(s) of the CHIA *Policy and Procedure Manual*
- B. The Committee Roster will be maintained as a separate document and updated at each meeting to document member attendance (presence, absence, excused)

- C. Committee minutes will be reviewed by the CHIA Board and included in the CHIA Board agenda materials. Committee minutes will be uploaded to the CHIA User Profile for online access.
- D. Within seven days after an external liaison attends a meeting at an allied organization, he/she should make a report of activities/action and recommendations and send it to the CHIA Board Liaison and the CEO/Executive Director, for inclusion in the CHIA Board meeting agenda packet.
- E. Whenever a contact is made by a Committee Chair with an organization which shall involve future or annual follow-up, the "**refer to**" address shall be that of the CHIA CEO/Executive Director.
- F. A copy of all correspondence shall be sent to the Board Liaison and the CEO/Executive Director. A copy of all correspondence pertaining to the work of the committee shall be sent to each member of a committee by the Chair. Members shall be instructed to send copies of their correspondence with the Chair to other members.

### **Retention Schedule for Committee Reports and Other Committee Documents**

- A. The Chair prepares and maintains the following documents:
  - 1. Committee minutes for the current fiscal year. Copies of all committee minutes shall be forwarded to the CEO/Executive Director, where they will be maintained for at least five years, or indefinitely, as appropriate.
  - 2. Correspondence with CHIA Officers, committee members and any person or agency contacted in the course of conducting committee business. These documents should be maintained and forwarded to the CHIA Executive Office with committee minutes or at the end of the fiscal year, as appropriate.
- B. Committee files and correspondence that are not scheduled to be maintained should be shredded or completely destroyed.
- C. Reports and files of committee activities are the property of CHIA. The outgoing committee Chair should pass the current year's committee reports and files to the incoming committee Chair just prior to the start of the new fiscal year (July 1).

### **General Responsibilities**

- A. In addition to the duties specified for each committee, the committee shall be responsible for handling other activities pertaining to its area of responsibility as they occur and are assigned by the CHIA Board or the President. Each committee shall make periodic reports and recommendations.

- B. Each committee is responsible for reviewing the CHIA webpages and submitting content related to their committee's work, and to make recommendations for what items should be added, removed or updated on the website.
- C. Each committee should submit items for inclusion in the CHIA e-bulletins.
- D. As part of the regular committee agenda, each committee is responsible for conducting an informal environmental scan, in the committee's area of interest or of general HIM interest, to identify emerging issues and topics that should be further discussed or pursued by CHIA.
- E. The Committee Chair should consider attending the CHIA House of Delegates at the annual Convention & Exhibit to serve as a resource person to respond to any questions, actions or activities of the Committee. A summary of CHIA's committees' activities and accomplishments shall be included in the Annual Report of the Board of Directors.

### **Confidentiality of Committee Discussions**

While committee deliberations including discussions, opinions, and suggestions (written and verbal) may include information that is not necessarily confidential in the strictest form, it is important that all committee members are able to discuss issues freely, within committee meetings and correspondences, without the potential for others outside the committee or CHIA leadership to have access to the discussions. Committee members should take care to not intentionally or unintentionally forward, copy or distribute e-mails, or otherwise share committee deliberations inappropriately, to those who are not directly involved in the committee and its charges. Committee reports and recommendations (verbal and written) should be considered confidential until such a time that the committee's report on the topic is completed and presented through the established CHIA channels.

### **Committee Orientation and Recognition Events**

- A. Volunteers are recognized at the State Convention & Exhibit during recognition events such as the House of Delegates, Celebration Party, Networking Luncheon and/or Awards Ceremony.
- B. Committee Volunteer Meet and Greet event may be held during the State Convention & Exhibit at the discretion of the incoming CHIA President. Those invited shall be incoming Committee Chairs, committee members and appointed resources, the incoming and outgoing CHIA Board of Director members.
- C. Committee Orientation will be held mid-July via online conference. The orientation is will review the general policies, practices, and how to engage volunteers.

## Meeting Guidelines

Conference calls can be a useful, inexpensive and effective alternative to face-to-face meetings. To conduct a CHIA conference call, approval must be obtained from the CHIA Executive Office. CHIA meetings are held by conference call or WebEx, and are arranged, coordinated, and communicated by CHIA Executive Office staff.

## Access Instructions for Participants

Prior to the committee meeting, CHIA will email committee members the access details (telephone, code, and link, if applicable for web meetings). Dial in and/or access the link (for web meetings) at least three minutes prior to the scheduled teleconference time.

During the year, committee minutes, agendas, rosters and all other resource materials are accessible through the CHIA User Profile. To access documents:

- A. Login to your [CHIA Profile](#)
  - *If you have not logged in before, your User Name is you primary CHIA e-mail. Your password is Password1*



- B. → *My Committees*



- C. Select your CLA Committee

### My Committees

The list of your committees is presented below:

- [CLA-Sierra HIA / SHIA Rep](#)

- D. Scroll to the bottom section *Downloadable Documents* to access available items

## Meeting Tips for a Productive, Effective Call

- A. Well-planned meetings begin with an agenda and appropriate supplemental materials sent in advance to all committee members for their review well before the meeting

and for reference during the meeting. CHIA suggests no less than 3 days before the committee meeting, however, earlier is better.

- B. Supplemental materials should be page numbered and keyed to the agenda by letter or number so the facilitator can easily identify specific documents for participants to reference during the meeting.
- C. Begin the meeting with a simple roll call and then, if all the participants do not know each other, have participants introduce themselves.
- D. Participants should identify themselves each time they wish to speak: "This is Joe, I think....", or "Mary here. Could you clarify....", etc.
- E. Participants should speak more slowly than they would in a face-to-face meeting because it takes slightly longer for listeners to absorb the spoken word when it is delivered without a visual link to the speaker.
- F. The Chair should keep a checklist on each participant's level of participation on each agenda item; then, use the checklist to solicit input from any participant who has remained silent before any decision is made or conclusion is drawn.
- G. Participants should take notes on major points made by other participants during the discussion. Taking notes is an aid to good listening when no face-to-face interaction is occurring. Taking notes also provides a level of stimulation which is lost by not having face-to-face contact.
- H. Generally, votes should be taken by exception; that is, "Is there any opposition to the motion?" In this scenario, silence is an affirmative vote. In special circumstances, a roll call vote can be taken by having the Chair call upon each participant to declare his/her individual vote.
- I. As appropriate at the close of the meeting, the Chair should:
  - a. Summarize on-going and new assignments for participants
  - b. Re-affirm the date and time for the next meeting (conference call or web) OR determine date/time limitations for any individual participant's availability for the next anticipated meeting.