

## WYHIMA Officer and Board of Directors Position and Responsibility Descriptions

### Position: Director

- One (1) Director shall be elected at large by the Active Members. Candidates for election as at-large Director shall be nominated by the Nominating Committee in accordance with the WYHIMA Bylaws.
- The Director shall serve a one (1) year term.
- Directors shall be committed to supporting and advancing the mission and purposes of WYHIMA. Directors must be Active Members in good standing of WYHIMA.
- The total number of Directors of WYHIMA shall be Five (5). The President of the Board (hereinafter, the “President”), the President-elect, the immediate Past President, and the Secretary/Treasurer shall serve as *ex officio* Directors with vote and shall be counted toward the number of Directors required for purposes of determining a quorum.
- The duties of the Board of Directors in managing WYHIMA shall include, but not be limited to, the following:
  - To establish the mission, purposes, goals, and program priorities to be implemented by WYHIMA’s Board of Directors through a strategic planning process;
  - To ensure that appropriate governance and operational policies have been developed, adopted, and implemented by WYHIMA to carry out its mission;
  - To determine and set overall policy;
  - To advocate the mission, values, accomplishments, and goals of WYHIMA to the members and to the public at large;
  - To determine, monitor, and strengthen programs that are responsive to the needs of the members and are central to WYHIMA’s mission;
  - To establish fiscal policy, including budget authorization and oversight;
  - To develop adequate resources to ensure financial stability for WYHIMA’s activities;
  - To establish, develop, and maintain an effective and responsive corporate structure for WYHIMA;

- To orient and evaluate the Directors and Officers of the Board of Directors; and
- To render a full report on the financial status and activities of WYHIMA to its members.

## **WYHIMA Officer and Board of Directors Position and Responsibility Descriptions**

### Position: President

- The President shall be the chief elected officer of WYHIMA.
- The President shall preside at all meetings of the members, the Board of Directors, and the Executive Committee.
- The President will determine, in consultation with the Board, the regular agenda of all meetings of the members, the Board of Directors, and the Executive Committee.
- The President 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, and perform such other duties as are inherent in the office of President or as authorized by the Board of Directors.
- The President must be an Active Member of WYHIMA as well as an AHIMA-approved certificant.
- Following a one (1) year term as President-Elect, the President will serve a one (1) year term as President and a one (1) year term as Past President.
- Serves as a Delegate to the AHIMA House of Delegates during their terms as President-Elect and President.

## **WYHIMA Officer and Board of Directors Position and Responsibility Descriptions**

### Position: Secretary/Treasurer

- The role of Secretary/Treasurer will serve as a combined role in the WYHIMA and will perform the duties of both the Secretary and the Treasurer.
- *The Secretary/Treasurer will serve a two (2) year term.*
- Secretary Responsibilities:
  - The Secretary/Treasurer shall be official custodian of the records of WYHIMA.
  - The Secretary/Treasurer shall certify and keep at the principal office of AHIMA and WYHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as a book of minutes of all meetings of the

members and the Board of Directors, and any committees having any of the authority of the Board of Directors.

- The Secretary/Treasurer shall perform any and all other duties incident to the office of Secretary/Treasurer and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.
- Treasurer Responsibilities:
  - The Secretary/Treasurer shall keep, or cause to be kept, adequate and correct accounts of all the properties and financial transactions of WYHIMA and shall deposit, or cause to be deposited, all monies and other valuables in the name of and to the credit of WYHIMA, with such depositories as may be designated by the Board of Directors.
  - The Secretary/Treasurer shall render to the Board of Directors, upon request, an accounting of all financial transactions of WYHIMA and a statement of the financial condition of WYHIMA, and, if requested by the Board, shall cause an annual audit of WYHIMA's financial affairs to be conducted.
  - The Secretary/Treasurer shall perform any and all other duties incident to the office of Secretary/Treasurer and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.
  - The Treasurer shall also serve as the Chair of the Finance Committee, *ex officio* with vote.

## **WYHIMA Officer and Board of Directors Position and Responsibility Descriptions**

### Position: President-Elect

- The President-elect shall act in place of the President in the event of the absence of the President and shall exercise such other duties as may be delegated to the office by the Board.
- The President-Elect will serve a one (1) year term as President-Elect, a one (1) year term as President, and a one (1) year term as Past President-Elect.
- Serves as a Delegate to the AHIMA House of Delegates during their President-Elect term and during their President term.
- *Other duties shall include:*

- *Review and if necessary revision of the written Position and Responsibility Descriptions of the Officers and Board of Directors in coordination with the Board.*
- *Review and if necessary revision of the written Policies and Procedures of the WYHIMA in coordination with the Board.*
- *Coordination of the Programs Committee in preparation for the annual meeting.*
- *Coordination of the Nominating Committee in preparation for the annual meeting.*
- *Coordination of a monthly communication (newsletter, email blast, etc.) to the membership.*