

WYHIMA Officer and Board of Directors Position and Responsibility Descriptions

Position: President-Elect

- The President-elect shall act in place of the President/Chair 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.*