



VIRGINIA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POLICY & PROCEDURES

POLICY:	Annual Convention Financial Guidelines
----------------	---

EFFECTIVE DATE: July 1, 1997	REVISION DATE: May 2011
-------------------------------------	--------------------------------

Purpose: To provide guidelines in planning the budget for the VHIMA Annual Convention.

Policy: The Arrangements Chairperson is responsible for assuring that the Financial Guidelines are met for the Annual Convention.

Guidelines:

1. Convention budget guidelines will be established during the strategic planning process to assist the Arrangements and Program Chairs in managing the convention budget, to include detailed estimates of registration and vendor revenue, arrangements and speaker expenses, as well as reporting and VHIMA Board approval requirements.
2. VHIMA is responsible for paying the following officer's hotel rooms: President; Past President; President-Elect; Secretary, 1st and 2nd Year Delegates; Treasurer; Program Chairperson, and the Arrangements Chairperson, pending Board approval.
3. VHIMA is responsible for paying the registration of the following officers: President; Past President; President-Elect; Secretary; 1st and 2nd Year Delegates; Program Chairperson; Arrangements Chairperson, and Treasurer, pending Board approval.
4. Students may attend the Annual Convention at no charge for registration, however, they must pay for meals and lodging during the convention. Students must be currently enrolled in an HIM Program.
5. VHIMA is responsible for the following fees for non-member speakers: Speaker fee, hotel room, transportation and meals, miscellaneous fees will need to be detailed and approved ahead of time. VHIMA will not pay for speaker's phone expenses.
6. For VHIMA Member speakers, VHIMA is responsible for providing complimentary registration for the day of the presentation and their mileage; pending Board approval VHIMA will also provide a complimentary hotel room.
7. The Arrangements Chairperson must assure with the hotel that the VHIMA is getting "credit" for the Exhibitors Hotel Rooms as part of the block of rooms.
8. The Arrangements Chairperson must assure and confirm with the hotel the accurate head count for meals, breaks and events.



**VIRGINIA HEALTH INFORMATION MANAGEMENT
ASSOCIATION**

POLICY & PROCEDURES

POLICY: Annual Convention Financial Guidelines

EFFECTIVE DATE: July 1, 1997 **REVISION DATE:** May 2011

9. There may be a need for a daily bill review during the convention to assure accurate billing, however, a review at the close of the convention is required.
10. The bill review group consists of the Program Chairperson, Arrangements Chairperson, President, President Elect and Treasurer. Any discrepancies with billing must be reviewed and confirmed with the Hotel Representative and corrected as necessary.
11. Vendors are entitled to attend the VHIMA Programs at no additional charge.
12. Vendor and member refunds will be granted prior to the registration cut off date. Following registration cut off date, the refund will be less meals and set up expenses.