



**VIRGINIA HEALTH INFORMATION MANAGEMENT
ASSOCIATION
POLICY & PROCEDURES**

POLICY:	VHIMA Board Guidelines		
EFFECTIVE DATE:	September 1, 1987	REVISION DATE:	May 2011

Purpose: To provide guidelines for the operation and activities of the VHIMA Executive Board.

Policy: The VHIMA Board is committed to excellence through leadership in the management and use of health information. The Board will consider and act on appropriate issues of the VHIMA in accordance with the VHIMA Bylaws, Mission and Guiding Principles.

Guidelines:

1. The VHIMA Board should conduct timely and pertinent meetings throughout the year for the purpose of conducting any business of the association.
2. Board members should be prepared to report the progress and outcome of various committee activities, AHIMA activities and to keep on track as outlined in the VHIMA Strategic Plan.
3. The VHIMA Board should work to strengthen alliances with health care organizations, exhibitors, schools, universities and legislative bodies to develop an integrated network to support the VHIMA mission.
4. VHIMA Board members are committed to carrying out the role and activities their position on the board requires.
5. The VHIMA will oversee and responsibly administer the funds of the association in accordance with the VHIMA Financial Policy.
6. Board members will work together and actively support the arrangements, registration, exhibitor and program activities associated with planning the Annual Convention.
7. The VHIMA Board will review and revise a plan of strategy on an annual basis in order to keep the association moving forward in accordance with the mission of the AHIMA and VHIMA.



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8. VHIMA Board members should assure that all activities are appropriately documented through meeting minutes and committee reports. Newsworthy issues and Board actions are communicated through the VHIMA website, VHIMA newsletter and e-mail, in a timely manner.

9. Participate, if able, in AHIMA's Hill Day held in Washington, DC in March of every year. Serve as VHIMA liaison with Virginia's legislature. Work, if applicable, with the Secretary of Technology and/or Secretary of Health and Human Resources regarding the Electronic Health Record.

10. A business meeting will be conducted, that includes the general membership, at the Annual Convention.