



PRESIDENT-ELECT GUIDELINES

1. Select Chairman of all VHIMA Committees for the fiscal year serving as President.
2. Represent VHIMA at AHIMA Leadership Conference pending budget approval.
3. Represent VHIMA as a Delegate in the AHIMA House of Delegates.
4. Facilitate strategic planning session.
5. Review and revise VHIMA Board Resource Manual.
6. Conduct Board meetings and Association meetings in the President and Vice-President's absence.
7. Select and secure site and contract for Annual Convention 2 years out. Validate date of surrounding sites (i.e. North Carolina).
8. Throughout the year the President-Elect should formulate Committee Chair appointments and finalize at Annual Convention, at which time a planning meeting will be established.

Reviewed: 09/29/94

Revised: 08/22/97

Reviewed: 06/24/05

Revised: 05/27/11