



## PRESIDENT GUIDELINES

1. Review Component State Association Manual provided by the American Health Information Management Association (AHIMA).
2. Maintain a close liaison with AHIMA, answering all correspondence promptly.
3. Complete Delegate credential forms as requested by AHIMA
4. Conduct all State Executive Board meetings and State Association meetings.
5. Appoint standing or special committees with the approval of the Executive Board.
6. Serve as ex-officio member of all committees, except the Nominating Committee.
7. Appoint three active members to serve on the Committee to Approve Minutes. This committee approves the minutes of the Annual Convention Business meeting.
8. Submit a President's message for publication in each issue of the VHIMA News.
9. Prepare an Executive Board meeting agenda and forward to Board members one week prior to the meeting.
10. Represent VHIMA as a Delegate in the AHIMA House of Delegates.
11. Conduct a vote of the Board to determine a VHIMA Board Member of the Year and recognize this person at the Annual Convention. The Board Member of the Year is presented with a plaque and free registration to the next Annual Convention. The President is not eligible for this recognition.
12. Provide each Board member with a VHIMA Board Resource Manual.



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13. Appoint a registered agent as outlined by the State Corporation Commission.
14. Attend AHIMA Leadership Conference, pending budget approval.
15. Receive election tabulations from the Election Committee and notify those on the ballot of election results.
16. Become Director for one year, upon retirement as President.
17. Appoints Arrangements and Program Chair and makes recommendations for Registration and Vendor Chair.

Reviewed: 09/29/94  
Revised: 08/22/97  
Reviewed: 06/24/05  
Revised: 05/27/11