

VHIMA - Installation of Officers

You have been chosen by the membership to lead the Virginia Health Information Management Association in its commitment to excellence through leadership in management and the use of health information. You are charged as a group to lead the association by the VHIMA guiding principles of:

- Adherence to Ethical Values
- Achievement of Member and Service Excellence
- Health Information Quality as evidenced by its security, integrity, accuracy, reliability and consistency
- Provision of quality services to healthcare information users and VHIMA members.

To be an elected officer of the Virginia Health Information Management Association is an honor, privilege, a duty and a significant responsibility. Much of the progress and success of the association will be determined by the interest, actions and devotion of its leaders. You will be required to carry out your duties in good faith, exercising careful, independent and informed judgment while being mindful of the best interests of the membership and the association.

I would like to ask each newly elected officer of the Virginia Health Information Management Association for _____, to come forward as I read your name.

_____, as 1st year Delegate you will be responsible for representing the VHIMA membership at the AHIMA House of Delegates, attending AHIMA Team talks if called upon to do so, interacting with and gaining input from VHIMA membership regarding AHIMA issues of importance.

_____, as 2nd year Delegate you will be responsible for representing the VHIMA membership at the AHIMA House of Delegates, attending AHIMA Team talks if called upon to do so, interacting with and gaining input from VHIMA membership regarding AHIMA issues of importance.

_____, as Elected Director you are responsible for carrying out special projects, as assigned by the President, assisting with planning educational programs and administering the VHIMA Educational Strategy.

_____, as Treasurer, you are responsible for handling the financial business and records of the VHIMA and for reporting the financial status of the association to the board and membership.

_____, as Secretary, you are responsible for accurately recording the minutes of Executive Board meetings, Annual Convention Membership meeting and the Strategic Planning meeting as well as sending notification to Board Members of meeting dates and times and other communication, as needed. You also will serve as Chairman of the Election Committee and appoint an Election Committee to receive and tabulate ballots for the annual election.

_____, as Vice President, you will conduct Board meetings and Association meetings in the President's absence. You will be responsible for reviewing, updating and making any necessary enhancements to the VHIMA website with the help of the Web Master and assure that website renewal is done in a timely manner.

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_____, as Past President/Director, you will represent VHIMA as a Delegate to AHIMA House of Delegates, advise the President, as requested and serve as a Legislative liaison with AHIMA's Hill Day and keep current with Virginia State Legislature proceedings.

_____, as President Elect, you will be responsible for selecting all VHIMA Committees for the fiscal year you are serving as President and for representing VHIMA at the AHIMA Leadership Conference and as a Delegate in the AHIMA House of Delegates. You will also facilitate the annual strategic planning session, review and revise the VHIMA Board Resource Manual, select and secure the Annual Convention site and conduct Board and Association meetings in the President and Vice President's absence.

_____, as President, you hold the highest office of the Virginia Health Information Management Association. The responsibility will require your attention, wisdom and forbearance. The members will look to you for direction and counsel in matters that come before the association. You will be responsible for being the liaison to the American Health Information Management Association, conducting all state board meetings, appointing special committees, providing messages and information to the members, representing the VHIMA at designated conferences and leading the organization through the process of achieving its goals.

Members of the Virginia Health Information Management Association, I present to you the officers that we have elected to administer the business of this association. A great deal of their effectiveness will depend on our cooperation and the manner in which we work with them. Please signify your support by standing.

TO THE OFFICERS: Please raise your right hand

Do you promise to uphold the office to which you were elected to the best of your ability and according to the policy and procedures of your office? If so, please state, "I will".

You as an elected team have just agreed to serve this association to the best of your ability in your elected roles. You will remain an officer from this day forward until your term ends June 30, _____, the Treasurer role being a two year term, your term will end June 30, _____. It is my sincere pleasure to declare to you, the membership, the installed officers of the Virginia Health Information Management Association for _____.

_____, throughout history, the gavel is the symbol of authority. May you never use the gavel in a dictatorial manner, however, should the occasion arise, it is your duty to gain control. Now I invite you to preside.

Please join me in a warm welcome to these new officers with a round of applause.