

## Attention MHIMA Members We Need You!

The MHIMA Board is asking you to seriously consider becoming more active in the leadership ranks of MHIMA. In order for MHIMA to continue its growth and activities, please consider submitting your name as a possible nominee for election or participation on a project or committee:

### OFFICERS:

**President-Elect:** Attend all meetings of the Board of Directors. Maintain liaison with regional associations; appoint the Chair of the Nominating Committee with the approval of the Board of Directors, and to perform such duties as delegated by the President and/or Board of Directors.

Previous MHIMA involvement at Board or Committee level preferred. Must be an AHIMA credentialed member in good standing.

**Vice-President:** Serve as an aide to the President; assume the duties of the President in his/her absence or inability to serve. Serve as General Chairman of the Convention Arrangements Committee. Previous MHIMA involvement at Board or Committee level preferred. Must be an AHIMA credentialed member in good standing.

**Secretary/Treasurer** (2 year term): Attend all meetings of the MHIMA Board of Directors. He/she shall keep informed of all activities of the association; prepare financial reports as requested; serve as Strategy Manager of the Finance Strategy; assist in the development of the proposed budget each year; sign business documents as required; monitor payroll responsibilities for the Central Office.

**Director** (2 year term): Attend all meetings of the Board of Directors and assist in carrying out the business of the Association. Perform such duties as delegated by the President and/or Board of Directors.

**Delegate** (2 year term): Represent MHIMA at AHIMA's House of Delegates; serve as an advocate to regional associations. Requires access to e-mail and the Internet, good communication skills, and critical and strategic thinking skills.

**AHIMA Nominating Committee:** Represent MHIMA on the Ballot for the AHIMA Nominating Committee. Requires some experience with AHIMA to assure knowledge of members nationally who may be selected to run for AHIMA office.

**MHIMA Nominating Committee:** Represent MHIMA in selecting qualified candidates to run for office in the following year election.

### COMMITTEE/PROJECT:

**Education:** Help schedule and design educational meetings for the year with assistance from the Central office.

**Annual Convention/Awards/Promotions:** Help with arrangements and the program for the annual meeting, or help with selecting Yvonne Harbert Student Achievement Award and Scholarship winner(s) and/or MHIMA Distinguished Member or Mentor Award winners, or select items for promotions to be sold at the annual meeting and throughout the year.

**CDIP – Coded Data Integrity Policy:** Send your resume to help this group to assist in scheduling Coding Roundtables that are pertinent to your needs and answer coding questions from MHIMA members. You must have a minimum of five years of coding experience.

**Communication: FOCUS** – Help write articles and edit the newsletter.

**Community Education Campaign:** Train other trainers to present My PHR throughout the community, or become a trainer to bring My PHR to your local community.

**EHIM:** Get involved with the EHIM initiatives in the State of Michigan or your local region.

**MHIMA Communication Resources:** Help create and implement policy, procedures and methods for keeping members informed quickly regarding important legislation and other pertinent issues.

**Michigan CoP:** Get involved with communication with members through the Michigan CoP on the AHIMA website. Interact with members and assist with answering pertinent questions.

**Monitor Legislation:** Help MHIMA keep abreast of current healthcare legislation that will affect our members.

Please complete the reverse side of this form with further information regarding the position you are interested in pursuing, or the committee/project you would like to participate in.

## Volunteer Application Form

Join MHIMA in leading HIM professionals in your state, by providing your expertise and volunteering your time.

- ✗ **CONNECT** and make a difference
- ✗ **NETWORK** and make new friends and meet peers
- ✗ **CONTRIBUTE** to your profession and field of interest
- ✗ **GAIN** skills and expand your knowledge, growth & understanding of the HIM profession

PLEASE COMPLETE the following. Let us know your **AREAS OF INTERESTS, EXPERIENCE AND WHERE** you would like to volunteer:

OPPORTUNITIES; would you like to:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>PLAN MEETINGS/EVENTS</b>        | <input type="checkbox"/> <b>SPEAK OR PRESENT AT MEETING/SEMINARS</b> |
| <input type="checkbox"/> <b>CHAIR OR COMMITTEE MEMBER</b>   | <input type="checkbox"/> <b>WORK ON OR EDIT NEWSLETTERS</b>          |
| <input type="checkbox"/> <b>AWARDS, PROMOS</b>              | <input type="checkbox"/> <b>CREATE/MAINTAIN WEBSITE</b>              |
| <input type="checkbox"/> <b>COUNSEL AND MENTOR STUDENTS</b> | <input type="checkbox"/> <b>RUN FOR ELECTED POSITION</b>             |

List any **QUALIFICATIONS OR SKILLS** for any volunteer position, to include:

✿ **EDUCATION:**

✿ **PERSONAL INTERESTS/HOBBIES:**

✿ **SKILLS/TALENTS:**

✿ **ABILITIES OR EXPERTISE:**

Pick a **FAVORITE SUBJECT:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>TECHNICAL ACTIVITY</b>            | <input type="checkbox"/> <b>MY PHR</b>                 |
| <input type="checkbox"/> <b>STUDENT ACTIVITIES</b>            | <input type="checkbox"/> <b>REGULATORY/LEGISLATIVE</b> |
| <input type="checkbox"/> <b>MENTOR/MEMBERSHIP DEVELOPMENT</b> | <input type="checkbox"/> <b>OTHER:</b>                 |

Last Name	First Name	Middle Initial
Street Address		Apt. No.
City	State	Zip Code
<b>EMAIL ADDRESS</b>	<b>Phone No. (Cell, Work, Home)</b>	<b>AHIMA No.</b>

On behalf of the MHIMA Board, Thank you for your support!

Karen Gregg, MHIMA 1<sup>st</sup> Year Director (kgregg@healthsourcesaginaw.org)

**NOTE:** Method of participation may be phone, conference call or face to face as determined by team.