IHIMA Volunteer Pathways

PRESIDENT– ELECT/PRESIDENT/PAST– PRESIDENT	
QUESTION	**ANSWER**
How do I plan for being elected?	There are four major paths available to becoming qualified for placement on the ballot for IHIMA President-Elect: ➢ held an IHIMA Elected Board Position ➢ held an AHIMA Elected Board Position ➢ held an AHIMA CA Elected Board Position ➢ served as an appointed IHIMA Committee Chair Qualifications for holding this elected position are: ➢ must have AHIMA Professional membership type ➢ hold an AHIMA approved credential ➢ previous HIM Board experience ➢ select Indiana as your State Association ➢ if elected, cannot hold any other regional or national board position during the term.
How do I start the process?	Many elected members begin by volunteering for committees or task forces at the state level. Contact the IHIMA Central Office and inform them of your willingness to serve on various committees/projects.
What is the time commitment?	This answer requires several answers: ➢ **The long-term answer is 3 – 5 years of service on the IHIMA Board.** • Once elected, the first position is President – Elect. This allows the elected individual time to learn and prepare for serving as President the second year. Finally, the Past President remains on the Board after stepping down as President for their third year. • Some Past Presidents may then decide to immediately run for an elected Delegate position. This is a two-year term and thus can make service range from 3 - 5 years after being elected as President – Elect. ➢ **The short-term answer is on average:** • 2-3 hours per week as President – Elect • 5-6 hours per week as President • 1-2 hours per week as Past President *Travel is required for President & President-Elect within and outside of Indiana as a Delegate, to AHIMA Leadership Symposium in July, AHIMA House of Delegates in the fall, and AHIMA Advocacy Summit in early spring if in person events.** *Travel is required for all three positions to the IHIMA Annual Meeting & Exhibit and all in-person board meetings.**
What are the major duties?	Position descriptions are available in the Members Only section of the website.
Who can provide me with more information?	Contact the Central Office with questions. We can also put you in contact with a member currently serving as a volunteer and have them answer your questions.

*Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.

IHIMA Volunteer Pathways

SECRETARY	
QUESTION	**ANSWER**
How do I plan for being elected?	Candidates for Secretary do not require prior board experience. Qualifications for holding this elected position are: ➢ must have AHIMA Professional membership type ➢ hold an AHIMA approved credential ➢ select Indiana as your State Association ➢ if elected, cannot hold any other regional or national board position during the term.
How do I start the process?	Many elected members begin by volunteering for committees or task forces at the state level. Contact the IHIMA Central Office and inform them of your willingness to serve on various committees/projects.
What is the time commitment?	The term is for one (1) year, July 1 to June 30. The average time commitment is 1 – 2 hours per week. The secretary attends all meetings of the Association and the Board of Directors as outlined in the IHIMA Bylaws and transcribe minutes; documents attendance at each meeting; and presents minutes for approval at the Annual Business Meeting to the members. *Travel is required for this position within Indiana to the Annual Meeting & Exhibit and to all in-person board meetings.**
What are the major duties?	Position descriptions are available in the Members Only section of the website.
Who can provide me with more information?	Contact the Central Office with questions. We can also put you in contact with a member currently serving as a volunteer and have them answer your questions.

*Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.

TREASURER	
QUESTION	**ANSWER**
How do I plan for being elected?	Candidates for Treasurer qualify for placement on the ballot by one of these pathways: ➢ held an IHIMA Elected Board Position ➢ held an AHIMA Elected Board Position ➢ held an AHIMA CA Elected Board Position ➢ served as an appointed IHIMA Committee Chair Qualifications for holding this elected position are: ➢ must have AHIMA Professional membership type ➢ hold an AHIMA approved credential ➢ previous HIM Board experience ➢ select Indiana as your State Association ➢ if elected, cannot hold any other regional or national board position during the term.
How do I start the process?	Many elected members begin by volunteering for committees or task forces at the state level. Contact the IHIMA Central Office and inform them of your willingness to serve on various committees/projects.
What is the time commitment?	The term is for two (2) years, July 1 to June 30. The average time commitment is 6 hours per week. The treasurer attends all meetings of the Association and the Board of Directors as outlined in the IHIMA Bylaws, manages all funds belonging to IHIMA, and presents an annual financial report at the Annual Business Meeting to the members. *Travel is required for this position within and outside of Indiana to the AHIMA Leadership Symposium in July, the Annual Meeting & Exhibit, and to all in-person board meetings.** *Travel is required for this position outside of Indiana to the AHIMA Leadership Symposium in July if an in person events.** *Travel is required to the IHIMA Annual Meeting & Exhibit and all in-person board meetings.**
What are the major duties?	Position descriptions are available in the Members Only section of the website.
Who can provide me with more information?	Contact the Central Office with questions. We can also put you in contact with a member currently serving as a volunteer and have them answer your questions.

*Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.

IHIMA Volunteer Pathways

DELEGATE	
QUESTION	**ANSWER**
How do I plan for being elected?	Candidates for Delegate are qualified for placement on the ballot if they have: ➢ held an IHIMA Elected Board Position ➢ held an AHIMA Elected Board Position ➢ held an AHIMA CA Elected Board Position ➢ served as an appointed IHIMA Committee Chair Qualifications for holding this elected position are: ➢ must have AHIMA Professional membership type ➢ hold an AHIMA approved credential ➢ previous HIM Board experience ➢ select Indiana as your State Association ➢ if elected, cannot hold any other regional or national board position during the term.
How do I start the process?	Many elected members begin by volunteering for committees or task forces at the state level. Contact the IHIMA Central Office and inform them of your willingness to serve on various committees/projects.
What is the time commitment?	The term is for two (2) years, July 1 to June 30. Terms of delegates are staggered to maintain continuity in the AHIMA House of Delegates and in the state delegation. No delegate may serve more than two (2) consecutive terms. The average time commitment is 2 hours per week. The majority of work for delegates is performed online through virtual meetings and online voting. Extra time is needed to review information posted online. *Travel is required within and outside of Indiana as a Delegate, to the AHIMA House of Delegates in the fall, and all in-person board meetings.**
What are the major duties?	Position descriptions are available in the Members Only section of the website.
Who can provide me with more information?	Contact the Central Office with questions. We can also put you in contact with a member currently serving as a volunteer and have them answer your questions.

*Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.

NOMINATING COMMITTEE MEMBER	
QUESTION	**ANSWER**
How do I plan for being elected?	Candidates for Nominating Committee Members do not require prior board experience. Two (2) members are elected by the IHIMA membership. Qualifications for holding this elected position are: ➢ must have AHIMA Professional membership type ➢ hold an AHIMA approved credential ➢ select Indiana as your State Association ➢ if elected, cannot hold any other regional or national board position during the term.
How do I start the process?	Many elected members begin by volunteering for committees or task forces at the state level. Contact the IHIMA Central Office and inform them of your willingness to serve on various committees/projects.
What is the time commitment?	The term is for one (1) year, July 1 to June 30. The average time commitment is 1 – 2 hours per week. Additional time may be required during the ballot preparation. The Nominating Committee provides a ballot of officers to IHIMA, and Indiana Delegates to AHIMA, to each IHIMA member holding an AHIMA Professional/Premier membership type and in good standing as outlined in the IHIMA Bylaws. *Travel is required for this position within Indiana to the Annual Meeting & Exhibit to participate in the Annual Business Meeting to the members and to all in-person board meetings.**
What are the major duties?	Position descriptions are available in the Members Only section of the website.
Who can provide me with more information?	Contact the Central Office with questions. We can also put you in contact with a member currently serving as a volunteer and have them answer your questions.

*Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.

IHIMA Volunteer Pathways

COMMITTEE CHAIRS	
QUESTION	**ANSWER**
How do I plan for being appointed as a chair?	There are a variety of volunteer opportunities available with IHIMA. Depending on your availability and interests, you can work with an ongoing committee or participate on short-term projects. Volunteering provides you the opportunity to network with members who are already on the Board. This is a good way to show your interest as to wanting to become a committee chair. Many board members started with volunteering at the regional level or as a committee member to familiarize themselves with the requirements and demands before volunteering as a chair. Qualifications for volunteering as a committee chair are: ➢ must have AHIMA Professional membership type ➢ hold an AHIMA approved credential ➢ select Indiana as your State Association
How do I start the process?	Go to the Volunteer webpage and sign-up to volunteer and/or inform the Central Office of your desire to serve as a committee chair.
What is the time commitment?	All terms are for one year (July 1 to June 30) however, some chairs elect to repeat a second or consecutive years. See each position description for specific time commitments.
Who can provide me with more information?	Contact the Central Office with questions. We can also put you in contact with a member currently serving as a volunteer and have them answer your questions.

*Reimbursement for travel, meals, lodging, registrations, and expenses are determined by the IHIMA Standing Rules.

Last updated: September 23, 2024