

Purpose:

The position is responsible for communicating and serving as a board representative to the HIT/HIM students within the state. This position acts as a liaison between the board and the relevant student bodies they represent. The Student Liaison(s) work with the Annual Meeting Committee, the Communications Chairperson, the President, and the Central Office Coordinator (COC). The Student Liaison(s) is a non-voting member of the IHIMA Executive Board. The Student Liaison serves as a bridge between students and IHIMA. Their role involves facilitating communication, addressing concerns, and supporting a positive relationship between students and the board. This policy will describe the terms of office, committee compositions, qualifications, Core Competencies, specific job functions, and responsibilities.

Policy:

1. Term of Office (appointed/elected)- There are two Student Liaison positions appointed by the President. The term will run from July – June, with one serving a one-year term and the other serving a two-year term.
2. Committee Composition (if Applicable)- There are two Student Liaisons and they can recruit student members to help with their initiatives.
3. Qualifications – A student of an Indiana CAHIIM accredited HIT or HIM program or graduate program; is requested to attend board meetings and the IHIMA Annual Meeting. The applicant must be a resident of the state of Indiana and he or she must be an active AHIMA/IHIMA member. Volunteer experience in an HIM setting is preferred.
4. Core Competencies (taken from AHIMA)
 - a. **Adheres and advocates** for the AHIMA Code of Ethics, and any other appropriate codes of conduct, values honesty, integrity, and transparency.
 - b. **Demonstrates commitment** to the mission, vision, values, and strategy of AHIMA.
 - c. **Acts as a team player/collaborator**, works well on teams, fosters trust among group members, and adjusts behavior to establish relationships with teams. Motivates and desires to improve the quality of service.
 - d. **Respect diversity and fosters inclusion** of all races, cultures, disabilities, ages, and genders equitably, with respect and sensitivity. Ensures all voices are listened to and respected.
 - e. **Presents a positive professional image**, reflects the profession as a confident, proficient, skilled, qualified expert, and qualified authority in HI

Procedure:

Specific Job Functions:

1. The Student Liaison shall attend at least 4 out of 6 Executive Board meetings and submit the board report before the due dates.
2. The Student Liaison shall sign the Conflict of Interest statement.
3. Develop the Student Track session in conjunction with the Education/Annual Meeting Committee
4. Coordinate the Annual Meeting Mentor Match Program
5. Provide articles to the Communications Chairperson for the IHIMA newsletter
6. Plan communication with Indiana HIT/HIM students and represent student interests to the board.
7. Report to the IHIMA Executive board recommendations and relevant student activities to enhance collaboration between students and the board
8. Coordinate student volunteers for the IHIMA Annual Meeting including set-up, introducing speakers, distributing handouts as appropriate, and other duties as assigned.
9. Student Liaisons will review the IHIMA Calendar for specific due dates.

Responsibilities:

1. Correspondence- The Student Liaison will utilize designated application for all IHIMA-related correspondence.
2. Training- The Student Liaison will receive training from the outgoing Student Liaison during the Strategic planning session.
3. Committee Files- The Student Liaison shall save the pertinent documents to designated application or other software storage system.
4. AHIMA Responsibilities
 - a. Duty of care- Requires board members to attend meetings, participate in board decisions, ask questions to gain information reasonably needed to make a decision and exercise independent judgment.
 - b. Duty of loyalty- Board members are prohibited from using the board position of trust, or information gained from participating on the board, to further personal or family financial interests.
 - c. Duty of obedience- Support the board's decisions and abide by the organization's mission and purposes, as expressed in the articles of incorporation, bylaws, and policies.
 - d. Determine and follow the organization's mission and purposes.
 - e. Know the articles of incorporation, bylaws, standing rules, and other governing documents—Fulfill the requirements noted within the documents.

- f. Complete/sign conflict and dualities agreement annually and disclose conflicts of interest.
- g. Make decisions deliberately and without undue haste. *Think before you act!*
- h. Maintain confidentiality. Do not disclose information about board decisions or the organization’s activities unless they have been made public.
- i. Understand the sources and uses of revenue.
- j. Enhance the organization’s public image.
- k. Adhere to the IHIMA Calendar:

IHIMA Calendar:

Summer Meeting	Attend executive board meetings Transitional and Strategic as appropriate.
Summer Meeting	Submits the board report to the designated application as assigned prior to the meeting.
Summer Meeting	Review IHIMA Component Association (CA) Calendar and Website
Summer Meeting	Sign conflict of interest forms through the designated application
Summer Meeting	Receive from a predecessor: location identification of all stored documentation, an overview of position activities & job description, contact information for questions
Summer Meeting	Review the orientation checklist and complete each task.
Summer Meeting	All Board Members ensure all pertinent files, both paper and electronic, have been uploaded to the designated application.
Ongoing	Engage with Indiana HIT/HIM students. Complete projects assigned to the Student Liaison and ensure board reports are submitted on time. Update designated application with committee progress.
August	Review IHIMA CA Calendar and Website
Fall Meeting	Student Liaison submits board report to the designated application as assigned prior to the meeting
Fall Meeting	Attend the executive board meeting
September	Review IHIMA CA Calendar and Website
October	Review IHIMA CA Calendar and Website

Student Liaison Procedure

Winter Meeting	Student Liaison submits the board report to the designated application as assigned prior to the meeting
Winter Meeting	Attend Executive board meeting
November	Review IHIMA CA Calendar and Website
January	Review IHIMA CA Calendar and Website
February	Review IHIMA CA Calendar and Website
Spring Meeting	Student Liaison submits board the report to the designated application as assigned prior to the meeting
Spring Meeting	Attend the executive board meeting
March	Review IHIMA CA Calendar and Website
April	Review IHIMA CA Calendar and Website
April board meeting	Student Liaison submits the board report to the designated application as assigned prior to the meeting
May	Review IHIMA CA Calendar and Website
Summer Meeting	Attend the executive board meeting Transitional and Strategic as appropriate.
Summer Meeting	Incoming and outgoing Student Liaison submit estimated expenses for the following year to the Treasurer.
Summer Meeting	Submit any procedure revisions to the Policy Procedure Committee at the Transitional meeting.
Summer Meeting	Start all Over.

Revision History and Approval			
Revision History/Publish Date	Author(s)	Approval Date	Summary of Update/Revisions
Revision dates- Updated October 2012; revised 10/13, revised 4/16, revised 7/17 Revised 1/2024	Jennifer Osborne and Renee Meunier	1/19/2024	Updated to the new standard format, modified calendar, and made update for clarifications