



Recording Secretary

Volunteer and Make a Difference



- **Volunteer**
- **Motivate**
- **Network**
- **Learn**
- **Have fun!**

One Year Term

Nominees must be an active NJHIMA member in good standing and meet the qualifications.

NO Prior Board Experience Necessary

Year 1

Secretary - Expectations

- Be an active member of the NJHIMA Board of Directors
- Attend NJHIMA Board Meetings to record minutes (in person or via phone conference).
- Document attendance at each meeting.
- Prepare and distribute minutes of all board meetings
- Be available to record minutes for other pertinent meetings throughout the year if needed
- Maintain all meeting-related records



Other Tasks

- Participate in NJHIMA Board Meetings
- Assist with the NJHIMA Annual Meeting
- All AHIMA Delegates are required to sign a Conflict-of-Interest Form (CIO)
- Ensure your AHIMA profile is updated to include current contact information
- Become a member of the State Leaders and House of Delegates Community on Engage.
- Cast VOTE - Nominating Committee and Speaker-Elect (typically August timeframe)
- Cast VOTE – AHIMA Elections (typically July timeframe) encourage members to vote as well.

View the Board of Directors PowerPoint to learn more.