

NJHIMA

AHIMA Affiliate

New Jersey Health Information
Management Association

Delegate

2-Year Term

Role is subject to change

Volunteer and Make a Difference



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

Two-Year Term

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

Year 1
1st Year Delegate

Year 2
2nd Year Delegate

Prior Board experience necessary

Year 1

1st Year Delegate - Expectations

- Represent NJHIMA at various functions
- Oversee assigned committees:
 - **Membership Committee**
 - **Student Committee**



Year 1

1st Year Delegate - Expectations

House of Delegates (HoD)

- Serve as a NJHIMA delegate to the AHIMA/ **House of Delegates (HoD)**
 - 3X/year webinars and 1 face-to-face meeting (location varies)
 - See house calendar for dates.
 - **Join the State Leaders and House of Delegates Community on Engage**

House Leadership

- Serve as the NJHIMA Delegate for the AHIMA HoD/**House Leadership**
 - 3X/year webinars
 - **Join the House Leadership Community on Engage**

HoD Forums

- Participate in HoD forums
 - 3X/year webinars

Reports

- Report outcomes to Board and members

Year 1

1st Year Delegate – AHIMA House Leadership

Roles of the House

- Operations and Direction
- Task Force Development
- Project Management and Follow-up

1st Year Delegate

*Travel Commitments

* May be subject to change

Represent NJHIMA
at

Travel
Expenses are
covered by
NJHIMA
See P&P
for details

CSA Leadership Symposium

Chicago

(July, typically a Thur.-Sat.-2 nights)

Advocacy Summit

Wash., DC

(March/April timeframe,
typically a Sun-Tue-2 nights)

House of Delegates (HoD)

Location varies

(Fall-typically the day before or after
the AHIMA Convention-2 nights)

Year 2

2nd Year Delegate - Expectations

- Represent NJHIMA at various functions
- Oversee assigned Committees:
 - **Education Committee**
 - **Coding Roundtable**



Year 2

2nd Year Delegate - Expectations

House of Delegates (HoD)

- Serve as a NJHIMA delegate to the AHIMA/ **House of Delegates (HoD)**
 - 3X/year webinars and one face-to-face meeting (location varies)
 - See house calendar for dates.
 - **Join the State Leaders and House of Delegates Community on Engage**

Envisioning Collaborative

- Serve as the NJHIMA Delegate for the AHIMA HoD/**Envisioning Collaborative**
 - 3X/year webinars
 - **Join the House Leadership Community on Engage**

HoD Forums

- Participate in **HoD forums**
 - 3X/year webinars

Reports

- Report outcomes to Board and members

2nd Year Delegate

*Travel Commitments

* May be subject to change

Represent NJHIMA
at

Travel
Expenses are
covered by
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See P&P
for details

Advocacy Summit

Wash., DC

(March/April timeframe, typically a Sun-Tue-2 nights)

House of Delegates (HoD)

Location varies

(Fall-typically the day before or after the AHIMA
Convention-2 nights)

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.