



## Director – Program and Education

- Purpose:** To serve as a member of the NHHIMA Board of Directors and to coordinate the Program and Education Committee activities. Duties include planning programs, arranging for facilities and refreshments, preparing meeting announcements for publication on the NHHIMA website and preparing report of committee functions to support the continuing education activities of all NHHIMA members.
- Scope:** Elected by the members of NHHIMA and works with the Board of Directors, Coding Roundtable Coordinator and the Program and Education Committee members to effectively carry out the purpose of NHHIMA. Knowledgeable of the strategic goals, objectives and the bylaws of AHIMA and NHHIMA.
- Qualifications:**  
Must be a NHHIMA member in good standing.  
Prefer some experience in NHHIMA activities i.e., Committee membership on this or another Committee
- Term of Office:**  
Two-year term.
- Major Duties and Responsibilities:**
- Actively participates and votes on Board of Director issues.
  - Attends seventy-five percent (75%) of all regular Board of Director meetings and special meetings as requested.
  - Reviews for acceptance committee reports, minutes of meetings and other data supplied by the officers and chairpersons.
  - Performs committee functions as needed at the direction of the President and Board of Directors.
  - Provides counsel and direction to the President and the Executive Board related to current trends, issues and membership educational needs.
  - Receives from predecessor at the Transitional Meeting:
  - Files (paper and electronic) of committee activities, including correspondence.
  - Obtains, from the Secretary, copies of the NHHIMA bylaws and most current membership mailing list.
  - Registers as a member of AHIMA's Engage Communities, online networking tool, to include membership in the AHIMA State Leaders and HOD Community, visits the Engage Communities at least monthly.

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- Appoints at least four members to the Program and Education Committee (if possible). The Coding Roundtable Coordinator is a member of the Program and Education Committee
- At conclusion of all meetings reconciles payments with registrations and provides meeting spreadsheet and payment vouchers (checks, cash, etc.) to the NHHIMA Treasurer for deposit of any funds not collected through online prepaid registrations.
- Prepares a meeting summary for the Board of Directors at the conclusion of all education activities to include cost, receipts and evaluation comments.
- Provide a written financial report quarterly of the Committee's activities; and one month prior to the Annual meeting a summary report to the President and Board of Directors. Maintains all Committee activities electronically with folders for each educational function/meeting.
- The Program & Education Director and Committee is responsible to:
  - Solicit input from membership and others to identify educational needs with the State and New England area.
  - Plan and arrange educational programs for the NHHIMA members that meet current identified needs and business trends nationally and within New Hampshire.
  - Promote and support the educational activities for coders in conjunction with the Coding Roundtable Coordinator.
  - Obtains appropriate facilities to accommodate meeting activities.
  - Schedules appropriate food/beverage items for delivery and clean up at the facility site.
  - Prepares registration information and forwards to the NHHIMA webmaster for posting on the website...
  - Coordinates timely receipt of handouts to be forwarded the NHHIMA webmaster 2 business days prior to the scheduled session. Arranges for hardcopies of any presentations submitted after 2-business days prior to the scheduled meeting.
  - Summarizes education meeting evaluation forms.
  - Maintains an electronic copy of all registrants and payment status.
- The Director of Program and Education and committee members may attend association educational programs at no charge while actively participating in committee activities (attends at least 75% of committee meetings participates in preparation activities for meetings).

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