



New Hampshire Health Information
Management Association

Secretary/Treasurer

- Purpose:** To serve in the dual role of Secretary and Treasurer. Enhance communication among the members in recording Board meetings and Annual Meeting minutes. Handle all correspondence as delegated by the President or Board of Directors. Manages the receipts and disbursements of NHHIMA funds
- Scope:** Elected by the members of NHHIMA and reports to the Board of Directors. As directed by the Board, shall communicate to all members information necessary to promote and inform members of the association activities. Receives and disburses the associations' funds and keeps records of the same. Routinely reports the financial standing to the Board of Directors and the State Membership. Knowledgeable of the strategic goals and 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

Term of Office: Two-year term.

Major Duties and Responsibilities:

- Actively participates and votes on Board issues.
- Attends seventy-five percent (75%) of all regular Board of Director meetings and special meetings as requested.
- Reviews for acceptance committee reports, and other data supplied by the Directors or Committee chairpersons.
- Performs committee functions as needed at the direction of the President.
- Receives from predecessor at the Transitional Meeting:
 - Updated, accurate association membership roster with status, address, and telephone numbers.
 - Minutes, records and correspondence whether in paper or electronic format
 - Remaining supplies of any forms and stationary.
 - All financial records (paper and electronic), statements and checkbook.
- Insures the checkbook as been reconciled and is accurate at the time of the transition meeting
- Obtains a current copy of the NHHIMA bylaws.
- Takes minutes at all official Board of Director meetings. Prepares minutes and distributes minutes to Board members within one week of meeting.
- Conducts official correspondence as directed by the Bylaws and the President.
- Places written notices of resignations from Association Officers in Secretary's manual.
- Provides counsel and direction to the President and the Board of Director concerning status of revenues and expenditures
- Chairs the NHHIMA Finance Committee
- Provides direction to the Finance Committee members in development and review of a proposed annual budget.

- Presents the annual budget to the Board for review and final approval.
- Provides for an independent review of financial records on an annual basis or more frequently at the request of the Board.
- Prepare and present financial reports as requested by the President of NHHIMA, at each Board meeting, at each State Association Business Meeting and an Annual Report at the State Annual Meeting.
- Acts as the fiscal agent for NHHIMA to receive, deposit, disburse and manage State Association monies under the direction of the Board.
- Reconciles monies received from education sessions with the registration list as provided by the Director, Program and Education.
- Assures that the Bank signature card is current.
- Assures that the Bonding Insurance is current.
- Maintains federal and state tax exempt status
- Maintains membership listing and directory as downloaded from the official AHIMA membership roster.
- Registers as a member of AHIMA's Engage Communities, online networking tool, to include membership in the AHIMA State Leaders and HOD Community, with visits to the Engage Communities at least monthly.

Revised September 2019