

Duties of the President.

- Shall maintain or create an electronic Policy and Procedure manual for the Office of President to be maintained on Basecamp.
- Shall be the chief elected officer of NEFHIMA.
- Shall preside at all meetings of the Association.
- Shall appoint standing and ad hoc committee chairs.
- Shall act as an ex-officio member of all committees.
- Shall act as liaison with the Florida Health Information Management Association, keeping NEFHIMA informed of FHIMA activities, in coordination with the Regional Advocate.
- Shall receive and present correspondence and forward to the Secretary for filing with meeting minutes.
- Shall update all NEFHIMA corporate transaction information (e.g. Tax ID#, P.O. Box, forms and contact information) as applicable.
- Shall work with Treasurer at the end of the Association year to be sure that the names of the Treasurer, President, and Past-President are reflected on bank accounts.
- Shall notify the President-Elect and provide agenda items if unable to attend a scheduled meeting as far as possible in advance of the meeting.
- Shall appoint a member to record minutes and circulate attendance roster in event the Secretary is absent from a meeting.
- Shall present the Treasurer's report in the event the Treasurer is absent from a meeting.
- Shall submit articles to FHIMA as requested.
- The President must be an Active Member of NEFHIMA as well as hold an AHIMA-approved credential.

Duties of the President-Elect.

- Shall maintain or create an electronic Policy and Procedure manual for the Office of President-Elect to be maintained on Basecamp.
- Shall assume all the duties of the President in his/her absence. Shall succeed the President in office.
- Shall work with the President in determining programming with responsibility to determine Continuing Education Hours awarded and provide certificates of attendance.
- Shall coordinate with the President to introduce guest speakers presenting at monthly meetings and the spring seminar.
- Shall organize all aspects of the spring seminar and solicit vendors and volunteers.
- Shall exercise other duties as may be delegated to the office by the Board.

Duties of the Secretary.

- Shall maintain or create an electronic Policy and Procedure manual for the Office of Secretary to be maintained on Basecamp.
- Shall be the official custodian of the records of NEFHIMA.
- Shall record and maintain the minutes and attendance roster of NEFHIMA meetings.
- Shall send thank-you notes to speakers.
- Shall work with the treasurer in maintaining all financial records and making announcements of any “Dues Payable”.
- Shall monitor KnowledgeConnex membership and meeting rosters to track number of members and meeting attendees and provide counts to the President and President-Elect.
- Shall certify and keep at the principal office of NEFHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date,
- Shall maintain relevant business correspondence and an electronic book of minutes of all meetings of the Board of Directors,
- Shall notify the President, as far in advance as possible if unable to attend a meeting.
- Shall serve only a two-year term.
- The Secretary shall perform any and all other duties incident to the office of Secretary and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.

Duties of the Treasurer.

- Shall maintain or create an electronic Policy and Procedure Manual for the Office of Treasurer to be maintained on Basecamp.
- Shall monitor KnowledgeConnex to track paid and unpaid members and notify President of issues.
- Shall accept and disburse NEFHIMA funds as provided for in the Standing Rules
- Shall keep adequate and correct accounts of all the financial transactions of NEFHIMA
- Shall deposit all monies and other valuables in the name of and to the credit of NEFHIMA, with such depositories as may be designated by the Board of Directors.
- Shall present an accounting of all financial transactions at each meeting.
- Shall cause an annual audit of NEFHIMA's financial affairs to be conducted, if requested by the Board.
- Shall notify the President, as far in advance as possible, and provide the Treasurer's report, if unable to attend a scheduled meeting.
- Shall serve only a two-year term.
- Shall perform any and all other duties incident to the office of Treasurer and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.

Duties of the Past-President.

- Shall maintain or create an electronic Policy and Procedure manual for the Office of the Past President to be maintained on Basecamp.
- Shall serve as Chairperson of the Nominating Committee.
- Shall act in an advisory capacity for the current President.
- Shall assume the duties of the President in the absence of the President and President-Elect
- Shall communicate with the NEFHIMA President to elicit items of concern and/or interest to the membership.