

Delegate: Core Elements (Delegate Job Description)

Created July, 2002

The 2002 Delegate Workgroup collected delegate job descriptions from the states and considered the year-around House of Delegates. The following core elements were developed for CSAs to incorporate in delegate job descriptions.

Qualifications:

- Active member of AHIMA and CSA
- Experience in HIM
- Demonstrated leadership
- Access to e-mail and the Internet

Desired Attributes:

- Understanding of AHIMA, the profession and the industry
- Possesses critical and strategic thinking skills
- Engages with members
- Communicates well
- Presents a professional image and has high ethical standards

Role:

- Advocates for the profession, the members, and the Association
- Gains knowledge on issues
- Communicates and negotiates issues
- As outlined in the Bylaws:
 - Approves the standards governing the profession
 - Elects the members of the AHIMA Nominating Committee, except the Chairman and appointed members
 - Advises the Board of Directors in the development and modification of Association plans
 - Approves dues
 - Levies special assessments
 - Approves AHIMA Bylaws amendments
 - Approves standing rules of the House of Delegates
 - Approves resolutions

Activities:

- Attends House of Delegates Meetings
- Votes in person and electronically throughout the year
- Visits the State Leader and HOD Community of Practice at least weekly
- Coordinates with CSA leadership the assignment of an alternate delegate when participation in a HOD activity is not possible
- One or more delegates per state attend Team Talks and Leadership Conference, shares information with other delegates of the state
- Attends CSA and/or local member and Board meetings
- Seeks feedback from members and informs the membership on AHIMA and HOD activities