

DUTIES OF OFFICERS

President

- A. Shall preside at all meetings of the SWFHIMA.
- B. Shall submit names of newly elected SWFHIMA officers to the FHIMA Executive Coordinator.
- C. Shall send a letter of gratitude to the employers of the members who served as delegates.
- D. Shall keep the property of SWFHIMA and maintain an accurate inventory of such property.
- E. Shall be one of three authorized co-signers of all checks written from the SWFHIMA check book (only two signatures are needed).
- F. Shall review the quarterly bank statement given to the President by the Treasurer and they will present to all Executive Board members at the next scheduled Board meeting.
- G. Shall prepare an annual budget for the following fiscal year, with the assistance of the President-Elect and the Treasurer.
- H. Shall prepare an Annual Report for distribution to the membership at the Annual Meeting.
- I. Shall transfer to the successor all records of SWFHIMA and property of SWFHIMA, which are in her/his possession after the close of the annual meeting.

President-Elect

- A. Shall serve as an aide to the President and shall assume duties of the President in his/her absence or inability to act.
- B. Shall serve as Chairman of the Bylaws and Standing Rules Committee and make it his/her primary priority to read and understand them.
- C. Shall assist the President in the preparation of the annual budget for the following year.
- D. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual meeting.

Past-President

- A. Shall mail to all potential new members a welcome letter with information regarding SWFHIMA meetings.
- B. Shall serve as a member of the FHIMA Nominations Committee, as required by FHIMA.
- C. Shall serve as a resource consultant for ideas, history and proper rulings.
- D. Shall be one of three authorized co-signers of all checks written from the SWFHIMA check book (only two signatures are needed).
- E. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual meeting.

Secretary

- A. Shall record and maintain minutes of all meetings of SWFHIMA.
- B. Minutes will be submitted to the President for review and approval within 15 days from the date of the last SWFHIMA meeting.

- C. Shall report voting status via statement of active membership and quorum at special membership meetings, if held, and the annual meeting.
- D. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual meeting.

Treasurer

- A. Shall receive and disburse the funds of SWFHIMA and present a written report to the President at each regular meeting.
- B. Shall maintain an accurate record of SWFHIMA finances.
- C. Shall be one of three authorized co-signers of all checks written from the SWFHIMA check book (only two signatures needed).
- D. Shall submit a quarterly bank statement to the President to be presented to all Executive Board members at the next scheduled Board meeting.
- E. Shall accept membership applications and dues, issue and complete membership cards and email with welcome letters.
- F. Shall maintain an accurate roster of members in good standing.
- G. Shall accept registration fees for educational/coding seminars and workshops, as may be planned each year, and keep an accurate roster of attendees.
- H. Shall assist the President in the preparation of the annual budget for the following year.
- I. Shall transfer to the successor all records of SWFHIMA, which are in his/her possession after the close of the annual meeting.

Student Liaison

AHIMA approved or accredited programs, including those pending accreditation/approval, may designate a Student Representative in our region. The student representatives must be able to join SWFHIMA as student members. Their duties shall include, but are not limited to:

- A. Act as a liaison between their fellow students and SWFHIMA.
- B. Become familiar with SWFHIMA website and present/inform fellow students.
- C. Attend all Board of Director meetings.
- D. Work together with other students assisting SWFHIMA board with duties preparing for seminars, i.e. assisting with creation of themes and decorations for seminars.
- E. Collaborate/network with members during meetings and seminars as a representative from their school while performing their duties.
- F. Contribute (write) interesting articles for submission to SWFHIMA website.
- G. Be recognized by student peers as the SWFHIMA student representative and provide association updates and encourage membership to fellow students.