

## **GOV-031**

### **JOB DESCRIPTION FOR THE POSITION OF AHDI DIRECTOR**

**TITLE:** Board of Directors Director

**JOB SUMMARY:** Responsible for planning, promoting, and directing AHDI towards its vision in support of its mission and strategic plan in a responsible and ethical manner.

**RESPONSIBILITIES:** The Board of Directors (BOD) for the Association for Healthcare Documentation Integrity shall:

- Determine and execute the mission, vision, and purpose of the Association.
- Audit and assess Board performance to develop and implement long-range planning goals and objectives.
- Set and administer Association policy.
- Select a paid Chief Executive Officer to oversee the daily administrative operations of the Association to ensure adherence to applicable laws, annual budget approval, and effective management of all business and financial matters.
- Oversee and review the performance of the Chief Executive Officer in all aspects for effectiveness (see CEO job description attached). The President serves as the direct BOD representative with administrative oversight and reports back to the entire BOD when appropriate.
- Determine and monitor the Association's programs and services.
- Promote and enhance the Association's public image and advocate on its behalf.
- Recruit new BOD members, participate in BOD education, and fulfill the obligations of the AHDI Director as specified in the job descriptions.
- Develop and manage the resources of the Association.

#### **Knowledge and Skills Required for the Position:**

- Knowledge of AHDI organizational structure.
- Knowledge of AHDI's strategic plan.
- Knowledge of AHDI's Bylaws and Policies and Procedures.
- Knowledge of financial administration and budgeting.
- Knowledge of 501(c)(6) not-for-profit status.
- Knowledge of AHDI activities, products, and programs.
- Skill in written and oral communication.
- Skill in the use of computers and commonly used communication software.
- Skill in setting priorities and meeting deadlines.

#### **Other Duties/Responsibilities:**

- Attend and participate in all scheduled BOD meetings (a minimum of 85% of all scheduled meetings per year)
- Complete tasks as assigned by the AHDI President.
- Communicate regularly (at President's direction) with the President, Chief Executive Officer, and BOD members.

- Check email and other communications daily and respond promptly. Access AHDI's website regularly and answer member questions as appropriate.
- Assure that AHDI-related business is the first priority of all AHDI-funded assignments.
- Copy written communication to President, Chief Executive Officer, and Board members.
- Attend AHDI Annual Conference. Responsibilities will be outlined and provided prior to the conference.
- Use interpersonal skills effectively to build and maintain cooperative working relationships.
- Expand industry-related knowledge and skills to improve performance and adjust to change.
- Act as a public and member resource.
- Support the President, Chief Executive Officer, Directors, and staff as requested.
- Provide articles for AHDI and other publications as requested.
- Serve as liaison between all members and BOD.
- Engage membership and industry leadership involvement to further Association initiatives.
- Provide content expertise and leadership in advancing documentation integrity initiatives through advocacy, outreach, and support to AHDI's multiple stakeholder groups.
- Provide leadership by communicating regularly with AHDI multiple stakeholder groups on assigned initiatives.
- Focus on initiatives and appropriate representation.
- Engage membership and industry leadership involvement to further Association initiatives.
- Provide content expertise and leadership in advancing documentation integrity initiatives through advocacy, outreach, and support to AHDI's multiple stakeholder groups.

### **Reporting Relationships:**

AHDI Director reports to the President.

AHDI Director, as an elected official by membership, is accountable to members and the AHDI Board of Directors

Incumbent and newly-elected Directors will receive complete orientation to the Board of Directors and Board practices. The President will assign a mentor to each newly-elected Director.

### **Protocol for Directors**

**ATTENDANCE:** Required attendance at meetings is set forth in AHDI Bylaws, Article VI, Section 7. The need to be excused must be addressed to the President of AHDI as soon as the need for absence is known to the Board member.

PROMPTNESS: Meetings will begin promptly at the time stated on the agenda or Board correspondences. Members who arrive late will have access to minutes.

DRESS: Because the Board represents the leadership of the professional Association, appropriate dress for such representation will be maintained at face-to-face Board meetings and all AHDI functions.

COMPLETION OF TERM: Upon completion of term, the outgoing Director shall sign an attestation form indicating that all AHDI products have been returned to the AHDI office and that any confidential materials pertaining to the Board of Directors and the Association have been destroyed or returned to the AHDI office. (see GOV-018A)

CONFIDENTIALITY: All Directors will sign a confidentiality statement. (see GOV-020A)

ANNUAL INVENTORY: All Directors will send an annual inventory to the AHDI administrative office by August 31.

Written: 11/02  
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Legal Review: --