

NOM-007 DECLARATION OF CANDIDACY REQUIREMENTS

Send all materials to the attention of the Nominating Committee Chair (NCC) at the AHDI Administrative office (AO). Deadlines are strict. Date of receipt by NCC will prevail; therefore, participants are encouraged to submit materials electronically for expedited receipt.

Qualifications for Candidacy

1. Director must be an Individual Professional member of AHDI in good standing for at least one (1) year immediately preceding candidacy. Candidacy begins upon approval by AHDI of the completed packet.
2. Demonstrated leadership skills and experience that contribute to the individual's ability to carry out his or her duties.
3. Experience or knowledge in several or all of the following practice-related areas. The Board of Directors may update this list as needed.
 - Quality assurance
 - Government/industry regulations and standards
 - Healthcare documentation management, practice, and/or education
 - Healthcare information management
 - Health information technology
 - Business development
4. Possess some of the following attributes:
 - Broad understanding of the profession and industry
 - Critical thinking skills
 - Vision and strategic thinking
 - Written and oral communication skills
 - Present a professional image
 - Knowledge about financial administration and budgeting
 - High ethical standards
5. Complete candidacy packet which includes:
 - AHDI application form.
 - Photograph
 - After reviewing AHDI's Strategic Plan, which includes the mission and vision, write a 200-word summary of how you will support it. (This will appear on the ballot as your official statement if you are selected as a candidate.) Statement over 200 words will be edited.

NOM-008 CANDIDATE REVIEW PROCESS

Nominating Committee members review potential candidates from those who have expressed an interest and from the list of Individual Professional AHDI members with at least one (1) year of membership immediately preceding candidacy for the Board of Directors. From this review, the Committee will develop a list of potential candidates to contact.

Members of the Nominating Committee will call all the potential candidates identified to determine their interest by requesting a candidate packet.

The committee members and/or staff liaison will contact all individuals who have requested a candidate packet to explain Board responsibilities and the Nominating Committee interview and selection process. If needed, the staff liaison will ask a current or past board member to assist in answering any questions related to the board role.

GOV-030 NEW DIRECTOR: ATTENDANCE AT BOARD MEETINGS

Newly elected Directors will be provided the opportunity to attend a meeting of the AHDI Board of Directors preceding the September 1 date when they officially assume their position on the Board.

All expenses for attendance to the annual conference will be handled by the incoming director and not reimbursable.

Confidentiality statements must be signed and returned prior to release of related materials and meeting attendance.

Appropriate materials will be provided including AHDI policies regarding travel and expense reimbursement, an agenda, reports, and draft materials that will be discussed. The President-Elect will call newly elected Directors to review process and answer questions. Newly elected Directors will be invited to participate in discussion but will not vote.

Revised: 08/19

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.

Revised: 08/19

AHDI Board of Director's Code of Conduct

As individual members of this Board, we will conduct ourselves in a manner that respects appropriate decorum. Specifically:

- 1) We will participate in the decisions of the Board and be informed as to data relevant to such decisions.
- 2) We will exercise our powers in the interest of the Association, not in our own interest or the interest of another entity or person.
- 3) We will not, in the regular course of business, disclose information about the Association's legitimate activities unless they are already known by the public or are of public record.
- 4) We will not attempt to exercise individual authority over the organization.
- 5) We will not express personal judgments about the performance of the staff, recognizing that the Chief Executive Officer is responsible for staff performance.
- 6) We will respect the dignity, values, and opinions of each Board and staff member.
- 7) We will encourage responsive and active listening.
- 8) We are committed to positive and constructive forms of interaction.
- 9) We will focus on issues, not personalities. The opinions of others are encouraged. We recognize that different viewpoints are healthy in the decision-making process. We have the right to disagree but will do so without being disagreeable.
- 10) Once the Board takes action, we will not create barriers to implementing Board policy.
- 11) We will bring issues to the attention of the full Board, not to other individual Board members. We will function as part of a team.
- 12) We recognize the value of the chain of reporting. When approached by staff, constituents, or the public, we will channel all inquiries appropriately.
- 13) We will develop a working relationship with the Chief Executive Officer so that issues can be discussed openly and comfortably.