

PROCEDURES - RECORDING SECRETARY

Reference: LIHIMA By-laws. Article V. Section 5.2 (c).

Elected: By ballot of membership. To serve a one year term.

Resignation: Resignation must be given in writing to the President of the Association, to be effective when accepted by the Executive Council.

Duties: To keep official minutes and attendance records of the following Association meetings:

- Business (general) meetings
- Executive council meetings

The recording of minutes should include but not be limited to the following:

- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Attendance record

Distribution of Minutes

Business meetings: At each successive meeting the Recording Secretary is to read the minutes of the prior business meeting. The original minutes are to be maintained in the Minutes Book upon approval by the membership.

Executive Council meetings: The minutes of the Executive Council meeting are to be distributed to the Executive council for review prior to the next meeting. The original minutes are to be maintained in the Minutes Book upon approval by the President.

Maintenance of Minutes:

Current Minutes: The current approved minutes are to be maintained in the Minutes book in chronological order.

Prior Minutes: Prior year's minutes are to be retained in the Minutes Book. When a new Minutes Book is established, the prior Minutes Book is to be forwarded to Archives.

Transfer of Minutes Book: Transfer all materials to successor at end of term.

Revised: 2/96 JIZ
Reviewed: 9/97 RC
Reviewed: 5/98 LB

Reviewed: 2/99 CWP
Reviewed: 5/01 RD
Reviewed: 1/02 LB

Reviewed: 3/03 SM
Reviewed: 2/04 MC
Reviewed: 3/05 LD

PROCEDURE - PRESIDENT-ELECT

- Reference:** NYHIMA and LIHIMA Bylaws
- Elected:** By ballot of membership to serve first year as President-Elect, second year as President, and third year as Past-President Director.
- Resignation:** May at any time resign by giving written notice of such resignation to the President of the Association to be effective immediately or at the later time stated therein.
- Vacancy:** the Executive Council may fill and vacancy for this elected office created by death, resignation, or disqualification for the remainder of the unexpired term.
- Duties:**
1. The President-Elect shall perform all duties of the President in his/her absence, disability, or inability to act, shall serve as an officer member of the Executive Council and shall perform such other duties as the executive Council may from time to time determine.
 2. Shall attend all meetings of the Executive Council.
 3. Shall serve as member of the finance Committee. The committee shall prepare the annual budget and transmit it to the Executive Council for approval at the July Executive council meeting.
 4. Shall serve as member of the Procedures Committee. It shall be the duty of this committee to review and revise the Procedures Manual for Officers and Committee Chairpersons as necessary to keep the procedures up-to-date.
 5. Select the following Standing Committee Chairpersons and/or members (as specified by LIHIMA Bylaws Sec. 10.6) for approval by Officers and Directors of the Executive Council to serve the following year;
Credentials/Membership Committee Chairperson
One member of the Nominating Committee
Education Committee Chairperson and three members
Activities Committee Chairperson
Editor of LIHIMA Newsletter Publication/Job Registrar.
 6. Select a member to serve as Archivist, Website Manager, Coding and Data Quality Chairperson and Public Relations Chairperson for the following year.

7. Oversee the development and maintenance of the LIHIMA website.
8. Select member(s) to serve as Hospitality for refreshments at meetings and seminars.
9. Serve as a LIHIMA delegate to the NYHIMA annual conference in June.
10. Assist the Activities and Education Committees in planning the Annual Installation (Officers and Director) banquet and Educational Seminar (April meeting). All responses and payments to this event will go to the President-Elect. The President-Elect will keep a tally of attendees and their payments.
11. Serve as legislative liaison between NYHIMA and LIHIMA.
12. Shall receive a copy of LIHIMA Bylaws and Policies and Procedures to review prior to office.
13. Assist the Education Committee Chairperson with the Annual January Fund raiser seminar.
14. After selection is completed of all Chairpersons, Editor, Archivist, Web Manager and Hospitality, "Thank You" letters are recommended to be sent out for their continued commitment and support. Also to be included in that letter is the notification of their introduction at the Annual Installation Banquet as part of the Executive Council Board for the new year.
15. Notify the NYHIMA President and Central Office of the new selection of committee Chairpersons and Editor for the upcoming year.
16. Shall receive a copy of LIHIMA Bylaws and all Policies and Procedures to review prior to office
17. The President Elect is strongly recommended to attend the NYHIMA Local Leadership Conference in the

Spring. (Note: Car mileage and tolls are reimbursed by NYHIMA.)

Special Notes:

Correspondence copies should routinely be sent to the President and recording Secretary. Comments of a personal nature should be sent on a separate slip of paper.

Calendar:

JUNE: Serve as a delegate to the New York Health Information Management Association Annual meeting.

NOVEMBER-JANUARY: Assist the Education Committee Chairperson with the Annual January Fund Raiser Seminar.

JANUARY-APRIL: Assist the Activities and Education Committee Chairpersons and/or Committee members with the Annual Installation Banquet and Seminar.

FEBRUARY/MARCH: Select all Committee Chairpersons, Editor, Web Manager, Hospitality and/or Committee members. Select Registrar/Newsletter Editor and Archivist for the following year in which the President - Elect will be President. Notify NYHIMA> Mail out "Thank You" letters to the above for their commitment and support. Include notification of their introduction at the Annual Installation Banquet.

MARCH-Collect and keep track of all LIHIMA Annual Installation Banquet and Educational seminar responses and tally off attendees and their payments.

APRIL-MAY: Attend the NYHIMA Local Leadership Conference.

Issued: 1/85
Revised: 4/92
4/93
4/95
2/96
2/97 SD
5/98 FP
Reviewed: 2/99 AB
Revised: 2/02 RD
Revised: 4/04 LMS

PROCEDURES – PAST-PRESIDENT

ELECTED: Assume position after having spent a year in the elected office of President.

RESIGNATION: Must be in writing. Not effective until accepted by the Executive Council.

VACANCY: Filled by the Executive Council action.

DUTIES:

1. Member of the Executive Council.
2. Delegate to the annual Hew York Health Information management Association House of Delegates.
3. Chairperson of the Nominating Committee.
4. Member of the Award Committee.
5. Act in any official capacity deemed necessary by the President.

CALENDAR: JUNE: Attend New York Health Information Management House of Delegates as a delegate.

SEPTEMBER: Initiate responsibilities of Nominating Committee (See procedures - Nominating Committee for specifics).

FEBRUARY: Order plaque for outgoing President for Presentation at the LIHIMA Annual Luncheon Banquet.

2/93

Reviewed: 3/95

5/98 PF

1/99 SD

Revised: 4/01 AB

Reviewed: 2/02 RE

Reviewed: 3/03 TD

Reviewed: 4/04 RD

PROCEDURES - NOMINATING COMMITTEE

- REFERENCE:** NYHIMA, Inc., Procedures - Nominating committee
LIHIMA, Inc., Bylaws, Article VI. Section 6.1, Section 9.2
- CHAIRPERSON:** The Chairperson shall be the immediate Past-President.
- MEMBERS:** The President-Elect appoints One (1) member and three (3) members are elected by the membership at the April meeting, conducted by the incoming President.
- EX - OFFICIO MEMBERS:** None.
- QUORUM:** Majority of the members present.
- VACANCY:** The President, with Executive council approval, fills Vacancy by the chairperson or appointed member.
- The candidate who had the next highest number of votes fills vacancy by an elected member.
- RESPONSIBILITIES:**
- Prepare a ballot of at least two (2) candidates for each office.
- Select one half of the eligible nominees for delegates. NOTE: The additional one half-eligible nominee, who must be present, is nominated from the floor by the eligible membership at the October meeting.
- At least thirty (30) days before the annual meeting prepare and submit to the President a written report covering its work for the year and its recommendations for the coming year.
- SPECIAL NOTES:** Correspondence - copies should be sent to the President.
Comments of a personal nature should be sent on a separate slip of paper.
- Selection of Candidates - (Officers, Directors and Delegates to NYHIMA House of Delegates)
Candidates shall be ACTIVE members in good standing of this Association.
- It is helpful if the candidate has satisfactorily served as a member of the Executive Council, as Chairperson of a Standing or Special Committee, or has been a responsible committee member.

There shall be a called meeting at which time the nominations will be reviewed, candidates will be called to see if they will accept and the ballot tentatively prepared if all the candidates are not reached.

CALENDAR:

AUGUST: Compile potential nominee list. Up-date lists of previous ballots, with elected officers checked.

SEPTEMBER: Set a date early this month for the committee members to meet during this month. A slate of candidates is drawn using previous nominations and other recommendations. Check eligibility with current computer printout submitted by Credentials Chairperson. Contact potential candidates for their approval to have their names placed on the ballot. If the member agrees to have their name placed on the ballot, request to mail their biographical sketches.

OCTOBER: At the general meeting, the membership shall nominate one half the eligible nominees for delegates from the floor to add to the additional one half-eligible nominee selected by the Nominating Committee. Eight (8) delegates shall be elected from all those nominated. The remaining two (2) elected nominees shall be alternate delegates. Alternate delegates shall be asked to serve, if necessary, in the order of who received the most votes. ***SPECIAL NOTE: the one half-eligible delegates nominated from the floor must be present at the meeting and each nomination must be individually seconded from the floor. The Long Island Health Information Management Association Bylaws stipulate that the President, President-Elect, the Past- President and the Incoming Second Year Director are automatic delegates. Prepare the final list.

NOVEMBER: Obtain membership list from the Correspondence Secretary in order for the Nominating Committee to mail the ballot to all active members in good standing in accordance with Article VI, Section 6.2, i.e. "Ballots with instructions for their use shall be mailed by the Nominating committee to all active members in good standing on/or before November 15th."

DECEMBER/JANUARY: Complete Directory of Health Information Managers in Nassau and Suffolk County hospitals. The Nominating Committee shall then count and prepare their ballot report in time for mailing with the notice of the February meeting, in accordance with Article VI, Section 6.2. Inform all nominees by telephone of the results of the election and the President. The delegates have to be verified by NYHIMA of active status.

FEBRUARY: Order plaque honoring outgoing President.

MARCH: Submit to the President a written report covering the committee's work for the year and any recommendations for the

coming year. (Usually the ballot is considered the report of the Nominating committee). Submit expense account, if any, to the Treasurer. Prepare correspondence file to turn over to the Past - President. Give correspondence file, procedure manual, and any revised LIHIMA stationary to the Past - President.

APRIL: Attend annual meeting. Give plaque honoring outgoing President at the annual meeting.

Revised: 3/95
5/98 PF
1/99 SD
2/02 RE
Reviewed: 3/03 TD
Reviewed: 4/04 RD
Reviewed: 3/05 TD

PROCEDURE - ARCHIVIST

- REFERENCE:** American Health Information Management Association
New York Health Information Management Association
- APOINTMENT:** The President shall appoint The Archivist.
- RESIGNATION:** The Archivist may resign at any time by giving written notice of such resignation to the President of the Association, to be effective immediately or at a time stated therein.
- VACANCY:** In the case of a vacancy, the President will appoint a replacement.
- DUTIES:**
1. The Archivist will be responsible for retaining all material that represents the activities of the Association as follows:
All minutes of general and Executive council meetings, correspondence, annual reports, financial reports, procedures, newsletters, photographs, memorabilia, souvenirs and/or any other meaningful material reflecting the functioning of the Association.
 2. All materials retained will be preserved in chronological order and clearly labeled by name of document and year. Photographs of special occasions (installations and other functions) shall be placed in an album and identified by year, occasion, and the names of those in the photo. The Activities Chairperson is to reserve the photograph albums and bring all the albums to all special events including the Annual Installation of Officers Luncheon/Seminar.
 3. Documents shall be retained for a period of ten (10) years, after which time they may be destroyed. An Archives' log should be kept for easy determination of dated material when the ten (10) years has passed. Annual reports and photographs shall be retained permanently. All annual reports are to be filed in separate folders by Committee or Service, in chronological order. Photographs will be retained as outlined above. (See #2).
 4. **Annual reports** and photographs shall be retained permanently. Also to be retained permanently are the 1980-1984 Bylaws and Executive Council Minutes. These items show the history of our organization and must always be preserved. The list of Officers and Committee Chairpersons for each year, the Certification of Incorporation Not-for-Profit Corporation dated 1998, the Internal Revenue Identification

Number, Declaration of Proclamations of NYS and the 1986 LIMRA Salary Survey also must be retained and preserved.

5. All annual reports are to be filed in a special binder marked **PRESERVED**, sectioned with dividers by Committee of Service, in chronological order. Also placed in front of this special binder are the 1980-1984 Bylaws and Executive Council Minutes, the list of Officers and Committee Chairpersons for each year, the Certification of Incorporation Not-for-Profit Corporation dated 1998, the Internal Revenue Identification Number, Declaration of Proclamations of NYS, and the 1986 LIMRA Salary Survey sectioned with dividers. Photographs will be retained as outlined above (see #2).

DISPOSAL:

An annual report, together with the documents scheduled to be destroyed, shall be presented to the Executive council for review. The Executive council will give final approval for destruction. The council will have the authority to retain any materials, regardless of age, that, in its judgement, are too important or valuable to destroy.

February 1997
Reviewed: 2/97
Reviewed: 3/98 LD
Reviewed: 1/99 GF

Reviewed: 5/00 GF
Reviewed: 4/01 WZ
Revised: 2/02 LMS
Revised: 3/03 LMS

Reviewed: 4/04 GB
Reviewed: 5/05 LP

PROCEDURES - CORRESPONDING SECRETARY

- REFERENCE:** New York Health Information Management Association, Inc. Bylaws
- ELECTED:** By ballot of membership to hold office for one year.
- RESIGNATION:** May resign at any time by giving written notification of such resignation to the President of the Association to be effective immediately after approval by the Executive council or at the later time stated within.
- VACANCY:** The Executive Council may fill any vacancy in an elected office created by death, resignation or disqualification for the remainder of the term.
- DUTIES:**
1. Forward meeting notices with directions to meeting location to membership fifteen (15) days prior to every meeting. (Refer to Blue Binder for sample).
 2. Enter all newly enrolled members on master label list.
 3. Contact Editor of LIHIMA Newsletter two weeks prior to mailing meeting notices informing him/her of the deadline for receiving newsletter. Newsletter accompanies meeting notices.
 4. Mail "Thank You" notes, after each meeting to the Director of the host hospital, the speaker(s) at the meeting or seminar, and to the Administration of the host hospital if they introduced the speaker. (Refer to Blue Binder for sample).
 5. Mail ballots to all active members at least sixty-five (65) days prior to the annual April meeting.
 6. Mail results of the election fifteen (15) days prior to the annual April meeting. Mail notice of the installation banquet. (Obtain this from the Activities Committee).
 7. Prepare all correspondence as assigned by the President. Prior to each meeting, inform the President of any correspondence received by you.
 8. Forward copies of any and all correspondence received or sent by you to the President.
 9. Send LIHIMA identification cards as directed by the Credentials Chairperson.

10. Transfer all material, stationary, etc., to successor at the end of term.
11. Adequate notification should be given for preparation of labels and mailing materials to insure timely mailings.

Reviewed: 1/95 LP
 1/96 PK
 8/97 GB
 4/98 HRP
Revised: 4/99 MAD
Reviewed: 4/01 PS
Reviewed: 2/02 KKL
Reviewed: 2/03 HRP
Reviewed: 4/04 CWP
Revised: 3/05 MC

PROCEDURES - CODING AND DATA QUALITY COMMITTEE

CHAIRPERSON: Two Co-Chairpersons to be appointed by the President with Executive Committee approval.

VACANCY: The position of Chairperson shall be filled by presidential appointment with Executive Committee approval.

- OBJECTIVES:**
1. To redefine the role of coders in the health care field.
 2. To strive to maintain, "coding" as a Health Information Management function.
 3. To help coders establish and maintain their professional status.
 4. To strive to improve the skills and enhance the knowledge of coders in the Association.
 5. To serve as a liaison and resource for all coders and their respective facilities.

**RESPONSIBILITIES/
DUTIES:**

1. To conduct and coordinate bimonthly meetings which will consist of a business session and an educational session.
2. To help coders upgrade their skills to assure quality and accuracy of medical information.
3. To keep current with changing regulations and guidelines of various federal and state agencies; and the continuing changes in the areas of inpatient and outpatient coding; and to disseminate this information to the coders.
4. To submit summary reports on all committee meetings for the newsletter.
5. To submit an annual report on all committee activities.
6. To maintain binders on the subjects and attendance at the meetings, and maintain the library of all purchased resources including audio and videotapes.
7. To aid in recruiting new members at meetings and acquiring monies (non-member fee) from those who are not members.

Revised: 2/93 LF
Reviewed: 5/97 KK
Reviewed: 3/01 JG

Reviewed: 1/99 JG
Revised: 5/00 ES
Reviewed: 4/04 CZ

Reviewed: 3/02 PS
Reviewed: 5/98 RE/JG

PROCEDURES - PUBLIC RELATIONS COMMITTEE

REFERENCE: Public Relations committee
SHAPER Representative

CHAIRPERSON: Term of office, one (1) year
Appointed by Incoming President of LIHIMA

MEMEBERS: Term of office, one (1) year
Shall consist of a Chairperson and at least 3 supporting members as needed (reference Bylaws). The Corresponding Secretary and the Editor shall be ex - officio members of this committee.

GOALS: Promote and publicize the aims and purposes of LIHIMA and to attract qualified personnel to the field of Health Information Management. Shall coordinate publicity and recruitment programs of the state and local associations.

RESPONSIBILITIES:

1. Publicize the professional activities of LIHIMA, such as:
Educational seminars and/or workshops, new officers, annual installation meeting and banquet, etc., via the use of local newspapers, radio, TV, hospital newsletters, Medical Records Departmental bulletin boards, LIHIMA Newsletter, Medical Records Perspectives of New York State, professional journals such as JHIMA, For The Record, and Advance, etc.
2. Publicize national Health Information Management Professional Week. Suggest to the membership methods to celebrate the week.
3. Submit Local Association data form for Perspectives regarding meetings, new graduates, and special events in the organization.
4. Arrange for participation of LIHIMA in local career day forums, seminars, and/or workshops or county fairs, for educational and SHAPER purposes. (Provided financial outlay is not prohibitive).
5. Mail out any approved Medical Records Health Information Management career fact sheet (i.e., LIHIMA Brochure) and cover letter to school administrators throughout Nassau and Suffolk Counties.
6. Maintain a record of all public relations releases with pictures, if any. Submit pictures and printed materials to Archivist at the end of the term.

7. Submit interesting and newsworthy items to State and National Associations.
8. Obtain approval of LIHIMA President and/or Executive Council prior to releasing any public relations material.
9. Attend all General and Executive Council meetings.
10. Work very closely with all officers of LIHIMA for the purpose of developing, whenever possible, a public relations aspect of all LIHIMA activities (i.e. social functions, fund raising events, installation ceremonies, educational seminars, etc.).
11. Maintain an accurate record of all expenses incurred and submit to President to assure proper reimbursement.
12. Submit written summary of activities at end of term of office. Summary to be given to out - going President no later than ten (10) days prior to the annual installation meeting.
13. Inform NYHIMA that you are the new SHAPER Representative for the year and ask for related paperwork to be sent directly to you.
14. Complete all required SHAPER paperwork when applicable and submit on a timely basis. Be sure to keep copies.
15. Familiarize yourself with any SHAPER Manual literature.

Issued: 2/89
 Revised: 4/89
 Revised: 3/93
 Revised: 1/95
 Reviewed: 2/96 SD
 Reviewed: 4/97
 Reviewed: 4/98 AB
 Reviewed: 1/99 CE
 Reviewed: 4/01 SD
 Revised: 2/02 SD
 Reviewed: 3/03 PT
 Reviewed: 4/04 GB
 Reviewed: 3/05 GB

PROCEDURE - BY-LAWS/PROCEDURE COMMITTEE

APPOINTMENT: The Chairperson shall be the Second-Year Director (previously elected as the First-Year Director the year before) upon recommendation of the President. The President-Elect and the Recording Secretary shall also be members of this committee. The Second-Year Director is an automatic Delegate at the Annual New York Health Information Association (NYHIMA) Convention according to LIHIMA's By-Laws.

RESIGNATIONS: The Chairperson may resign at any time by giving written notice of such resignation to the President of the Association to be effective immediately or at a time stated therein.

VACANCY: In the case of a vacancy, the President will appoint a replacement.

I. **BY-LAWS**

REFERENCES: NYHIMA BY-LAWS
LIHIMA BY-LAWS

- DUTIES:**
1. The Chairperson shall appoint three (3) additional active members who are in good standing.
 2. This Committee shall receive all proposed amendments and shall submit them with proposed recommendations for action by the active members at a meeting of the Association.
 3. This Chairperson is an automatic Delegate at the Annual New York Health Information Association (NYHIMA) Convention according to LIHIMA's By-Laws. The Chairperson must see if there are any changes in the NYHIMA and AHIMA By-Laws. This must then reflect LIHIMA's By-Laws upon the approval of the LIHIMA's active membership.
 4. The proposed amendments of the By-Law (s) should be drafted in the column format stating the Current, Proposed and Rationale for presentation. This should be mailed to the Executive Director of NYHIMA for pre-approval. (This is done to make sure it is done in the correct manner).
 5. Then the proposed amendments shall be submitted to the LIHIMA's Executive Board Committee for initial approval.
 6. Upon approval of LIHIMA's Executive Board Committee, the proposed amendments shall be mailed to the entire LIHIMA

membership (one month before the General Meeting vote) stating when the General meeting will be taken place for the membership to vote on the proposed amendments.

7. Amendment(s) approved by the active members of the Association shall be forwarded to the Executive Director of NYHIMA for final review and signature approval.
8. Amendment(s) proposed by LIHIMA and approved by NYHIMA shall be incorporated into the LIHIMA By-Laws. A revised copy of the By-Laws is to be provided to NYHIMA and the LIHIMA President, President-Elect, and Recording Secretary.
9. The Chairperson shall make revisions as approved by NYHIMA and under the direction of LIHIMA's President.
10. The Chairperson shall monitor and enforce By-Laws at General meetings and in the course of business concerning all activities by LIHIMA.
11. The Chairperson shall provide an annual report to the President outlining activities of the By-Laws Committee and changes to the By-Laws.
12. The Chairperson shall provide copies of the LIHIMA By-Laws to the LIHIMA President, President-Elect, and Recording Secretary at the beginning of each new term. This may be done at the end of the Chairperson's term before turning the books over to the new Chairperson.

INSTRUCITONS:

Correspondence copies shall be provided to the President.

Revisions to the By-Laws shall be provided to the President and the President-Elect on a timely basis.

The By-Laws Committee shall meet at least twice during the calendar year.

CALENDAR:

MARCH: Generate Annual Report for the President.

II. PROCEDURES

REFERENCES: NYHIMA
LIHIMA BY-LAWS

- DUTIES:**
1. Annually edit the procedures for Officers and Committee Chairpersons and work with the Board of Directors during the year on other matters of procedure, new and old, that may come up for review or correction.
 2. Review the minutes of the Pre-Convention and Post-Convention House of Delegates Fall, Winter and Spring Board Meetings to see if there are changes in procedures as a result of actions taken.
 3. JANUARY: Write to each Officer and Committee Chairperson and ask him or her to review their procedures for the office they hold and send the revised procedure to you by March. A second written request may be needed.
 4. Ask Officers and Committee Chairpersons to include their initials and date (month/year) in the left-hand corner of each page updated.
 5. When revamping a procedure, follow standardized format, i.e.,
For Officers: Reference, Elected, Resignation, Vacancy, Duties, and Special Reports.

For Chairpersons: Reference. Chairman, Members Ex-Officio Members, Vacancy, Dereliction, Quorum, Responsibilities and Special Notes.
 6. Present revised procedures to the President for final approval.
 7. The Chairperson shall provide double copies of the updated procedures to the incoming President. (The Incoming President can retain one copy of all the procedures and distribute the second copy to the new officers and new chairpersons at the start of their term). Three additional copies should also be made to be distributed to the President Elect, the Past President and to update the Procedure book. This may be done at the end of the Chairperson's term before turning the books over to the new Chairperson.

Revised: 3/97 HRP
Reviewed: 4/98 DA
1/99 DA
4/01 MAD
Revised: 2/02 LMS
3/03 ESS
Reviewed: 4/04 LP

Reviewed: 5/05 LP

PROCEDURE - JOB REGISTRY

REFERENCE: LIHIMA Bylaws Article XII Section 12.1

CHAIRPERSON: Appointment by the President

GOALS: See page 13, Section 12.1 (attached)

RESPONSIBILITIES:

1. Receive information from various sources (i.e., Members, local facilities) regarding available employment positions.
2. Log and maintain all information received in the logbook. Maintain listing of positions. Provide listing for members inquiring about available positions.
3. The names of members seeking positions are logged in the Job Registry Logbook.
4. Information is to be submitted to the Editor of the Newsletter-by-Newsletter deadlines.
5. Publish available positions in the newsletter. Update listing prior to submission for the newsletter.

POSITIONS AVAILABLE:

1. Report all available positions to the Job Registrar by phone or in writing.
2. Submit the following information: the name of the institution, the position, the qualifications, the hours and days and the name and phone number of whom to contact.
3. The Job Registrar is to give the name and number of those members (if they want it given out) who might be interested in the available position.
4. Advise the Job Registrar when the position has been filled.
5. No posting of members seeking positions for themselves will occur in the newsletter.

POSITIONS WANTED:

1. When a member contacts the Registrar, the member should be advised of all available positions.
2. The member's name and number is kept on file and they will be informed of any future positions until they find a position or no longer want assistance.

Reviewed: 4/91 TD
4/93 LP
1/95 PK
2/96 AB

4/98 SE

Reviewed: 4/99 RD
Revised: 4/01 ES
Revised: 4/02 SE
Reviewed: 2/03 DG

PROCEDURE - NEWSLETTER

1. The LIHIMA Newsletter is published bimonthly.
2. The President is responsible for submitting the "President's Message" for publication in each issue. The President may also submit additional articles that might be of interest to the membership for publication in the Newsletter. The Editor notifies the President and other subcommittees of the deadline for submitting the message/articles. Deadlines for the submission is on every issue of the Newsletter.
3. The Job Registrar, Coding and Data Quality Committee Chairperson(s) and the Education Committee Chairperson are contacted regarding the submission of articles/information for the Newsletter.
4. The Editor serves as a liaison with the Print Shop to ensure that the assembling and preparing the information for the Newsletter is done accurately and timely. The recommended format of the newsletter is 1 X 17 with an 8 1/2 X 11 insert page, totaling 6 printed pages. The Editor proofs the draft copies and approves them for printing.
5. When printed, the Newsletter is forwarded to the corresponding Secretary who is responsible for distribution.

Reviewed: 4/87 MJK
4/88 JVC
4/91 TD

Revised: 4/93 LP
Reviewed: 1/95 PK
11/95 AB

Revised: 4/98 SE
4/99 RD
4/01 ES

Reviewed: 3/02 SE
2/03 DG

JOB DESCRIPTION: EDITOR - LIHIMA NEWSLETTER

RESPONSIBILITIES:

LIHIMA NEWSBRIEFS is a professional publication of the Long Island Health Information Management Association and is published and distributed to all members of LIHIMA bimonthly.

The editor is responsible for compiling all pertinent information and data that appears in each issue. The "President's Message" is a regular and prominent feature in each issue of the Newsletter. Also, regular and integral portions of each issue are devoted to the Job Registry, Coding and Data Quality Committee, Education Committee and recognition of Corporate Members. The rest of each issue is comprised of pertinent information about general interest topics and current and social events. Advertising is encouraged to offset the cost of printing (see advertising rates). As a general rule, all information should be read over and edited for accuracy and approved before the final draft is printed.

Materials for the Newsletter must be assembled and submitted to the printer 5-6 weeks prior to the meeting. According to the Bylaws, the Newsletter and notice of the meeting must be sent out 10 business days prior to the meeting. This allows the printer 3-4 weeks to typeset, print and fold the Newsletter. The Editor forwards the newsletters to the Corresponding Secretary to mail with the notice of the meeting to all members.

The Editor also handles the solicitation of advertising and billing of advertisers. Monies received for advertising are forwarded to the treasurer. The Editor may also be responsible for submitting invoices from the printer to the Treasurer for payment.

QUALIFICATIONS:

The Editor of the Newsletter shall be a member in good standing of the Long Island Health Information Management Association.

Reviewed: 4/87 MJK
4/91 TD
4/93 LP
11/95 AB
Revised: 4/98 SE
Reviewed: 4/99 RD
Revised: 4/01 ES
Reviewed: 3/02 SE
2/03 DG

ADVERTISING RATES
For
The Long Island Connection
Health Information Management Association

Advertising copy is subject to the approval of the Editor of the Newsletter and the President of the Long Island Health Information Management Association.

Rates are as follows:

Size (w x h)	
2 1/2" x 3 1/2".....	\$10.00
4" x 4".....	\$50.00
1/2 page.....	\$70.00
Full page.....	\$90.00

Corporate members will receive a 10% discount on advertisements.

Recognition of Corporate members is to be included in each edition of the LIHIMA News Briefs.

Advertisements received should be "Camera Ready".

Reviewed: 4/87 MJK
 4/91 TD
 4/93 LP
 11/95 AB
 4/98 SE
 4/99 RD
Revised: 4/01 ES
Reviewed: 3/02 SE
 2/03 DG

PROCEDURES - PRESIDENT

- ELECTED:** Assume office after having spent a year in the elected office of PRESIDENT-ELECT.
- RESIGNATION:** Must be in writing. Not effective until accepted by the Executive council.
- VACANCY:** Filled by Executive Council action.
- DUTIES:** Preside at all meetings of the Executive council and the general membership meetings. Cast the deciding vote in either body when necessary.
- Conduct Association business between meetings with the Executive council by mail, e-mail or phone. Action to be ratified at the next meeting.
- Appoint the following Chairpersons and announce them at the Annual meeting:
1. Archivist
 2. Activities and Sub-committee of Hospitality
 3. Credentials/Membership
 4. Coding and Data Quality
 5. Education
 6. Editor/Job Registry and Web manager
 7. Public Relations and Sub-committee for Nassau/Suffolk Hospital liaison (2-3 people)
- Other Committee chairpersons are:
1. Finance - In accordance with the bylaws and shall be the elected First-Year Director.
 2. Bylaws/Procedures - In accordance with the bylaws and shall be the Second-Year Director. (Originally elected First-Year Director)
 3. Nominating - In accordance with the bylaws and shall be the Past-President.
- Serve as ex-officio member of all committees except Nominating, participating in meetings when possible/needed.
- Serve as the Official Representative of the Association, or, appoint another member to be representative when the occasion warrants representation.
- Obtain authorization of Executive Council in advance for all travel expenditures within the limits of the budget.
- Write a President's Message "of matters of current concern" for each issue of the LIHIMA Newsletter.

Continue in office for a second term should a vacancy occur in the office of President-Elect until the vacancy is filled by vote of the Executive council.

Telephone all candidates, informing them of the election results. Mention to the newly elected officers that they will be guests at the Installation Luncheon.

Routinely share correspondence with the Executive Council. When indicated, send photocopies to the entire Executive Council. (Comments of a personal nature should be on a separate paper).

At the start of their new term, copies of updated Procedures and By-laws are to be given out to the new officers and new chairpersons, as well as Past President, President Elect and Recording Secretary.

The Out-going President is to select the "HIM Champion Award(s)", which is to be given out at the Annual Installation Banquet. This award is given to member(s) in recognition of their outstanding work for the past year. Notify the Awards Committee of your choice.

RE: DECEASED MEMBER:

Send a contribution to FORE (Foundation of record Education) in the name of the deceased. Appoint an individual to present the In Memoriam at the Annual meeting and ask for a Moment of Silence.

EXECUTIVE COUNCIL MEETINGS:

The term and succession of office will be established at this first meeting of the Executive Council. The President shall invite all Committee Chairpersons to attend the first meeting of the Executive Council. Request a written report from each committee Chairperson to be forwarded to the President prior to each general membership meeting.

Reports of standing committees (including expense account reports) from: Credentials, Education, Finance, Editor/Job Registrar, Coding and Data Quality, Nominating, Bylaws/Procedures, Activities, Public Relations, Archivist.

Meetings should be held during alternate months from the general membership meetings.

PREPARE FOR INSTALLATION OF NEW OFFICERS:

Consult with Activities Chairperson and assure that all arrangements for the Installation Banquet are complete.

Reminds the President-Elect of acceptance speech to be made at the Installation Banquet.

Reminds the President-Elect to be prepared to announce the appointments at the Annual Banquet Luncheon.

Reminds Awards Committee of plaques to be ordered for the Annual Installation Banquet.

1. Carmela Ormandy Distinguished Member Award.
2. Outgoing President's plaque.
3. HIM Champion Award(s).
4. Student Awards.

FINAL ACTS:

Preside at the Installation Banquet; introduce guests.
Deliver address at Installation Ceremonies; thank Board members and Committee Chairpersons who served with you.

Although the Installation Banquet is when the "ceremony" takes place, the actual "handing over of the gavel" and the responsibilities do not occur officially until July 1st.

The period of time from the April meeting to July 1st will be used as a transition period. The May Executive council meeting should be used to aid in the transfer of manuals between all officials and chairperson. For the May and June meetings, one-half of the meeting should be conducted by the Out-going President and the other half is handed over to the Incoming President.

The Outgoing President orders the special dinner for the combined meeting of the outgoing and incoming Executive Council Boards.

Reviewed: 3/01 RE
Revised: 6/02 TD
Reviewed: 2/04 DA

Revised: 3/05 LMS

PRESIDENT'S CALENDAR:

APRIL:

Preside at Installation Banquet. (Outgoing President).

At the April meeting, conduct election of three members nominated from the floor for the Nominating Committee. (Incoming President).

Prepare a list of new officers and committee chairpersons with addresses and phone numbers and distribute to new officers and committee chairpersons. Submit to the Web Manager and Editor of Newsletter.

Submit list of new officers and committee chairpersons to NYHIMA central Office.

Have Credentials/Membership Chairperson send out dues notices to those members who did not pay their dues by April 1st.

Attend NYHIMA's leadership meeting in Albany, N.Y. with the new President Elect.

The Out-going President should prepare the last President's Message for the June Newsletter. Check with the Editor for the deadline. Provide the Editor with the list of newly elected officers, directors and committee chairpersons to be published in the Newsletter, as well as any articles of interest.

MAY:

Determine transportation costs and other expenses involved with sending delegates to the NYHIMA House of Delegates in June.

Present these costs to the Executive Council and poll them to determine the amount that the LIHIMA delegates will be reimbursed for attending the NYHIMA House of Delegates. Advise the delegates as to how much they will be reimbursed.

If there are any proposed Bylaw changes that are to be voted on at the House of Delegates, distribute copies to each of the delegates. Meet with the delegates to determine how they will vote on the proposed Bylaw changes at the NYHIMA House of Delegates. The President is to meet with the delegates before the House of Delegates at NYHIMA.

Distribute copies of the latest updated Policies and Procedures to all officers, Directors and Committee Chairpersons

Call a Joint Executive Council Board meeting with both the Out-going and Incoming Boards. Exchange books at this time.

- JUNE:** Attend LIHIMA meeting. This is a joint meeting with the Outgoing and Incoming Presidents
- Attend NYHIMA Annual meeting and House of Delegates.
- Have Education Committee Chairperson set-up General meetings schedule for the next year (coordinate schedule with Nassau-Suffolk Hospital Council). Also prepare for the Executive Council **Board** Meetings-July, September, November, January, March and May.
- Have the Credentials/Membership Chairperson update the membership list (eliminating the names of those who did not pay their dues by June 1st) and provide updated list to the Correspondence Secretary so she/he can update the mailing list.
- JULY:** The In-coming is to prepare First President's Message for the August issue of the Newsletter. Submit any articles of interest. Give a copy of the updated procedures to the new officers and new chairpersons to start their new term. Give a copy of the complete set of procedures to the President-Elect and Recording Secretary
- Submit President's Welcome to Web manager for posting on website.
- AUGUST:** Attend LIHIMA meeting. Check with Nominating Committee for nominations for ballots to our members. Check with Awards committee regarding questionnaire for nominations of the Carmela Ormandy Award.
- SEPTEMBER:** Attend Local Association President's meeting sponsored by NYHIMA.
- Prepare President's message for the October issue of Newsletter. Submit any articles of interest to Editor.
- OCTOBER:** Attend LIHIMA meeting. Nominations are taken for delegates to appear on the ballot for next year.
- NOVEMBER:** Prepare President message for the December Newsletter. Submit any articles of interest to Editor.
- DECEMBER:** Attend LIHIMA meeting. Have Holiday raffle.
- Check with Education Chairperson regarding the status of the Educational Fundraiser for January.

***Nominating Committee starts preparation of ballot of next year's officers and delegates (from the October meeting).

JANUARY: Prepare President's Message for the February Newsletter. Submit any articles of interest to Editor.

: Have the/Membership/Credentials Chairperson prepare dues notices to be sent to members.

Ballots are mailed out.

Activities and Education Committees should be planning and coordinating the Annual Meeting. Check with Activities Chairperson and President Elect as to the status of the vendor notice to the Annual Installation banquet/Educational seminar Should be mailed in January.

Coordinate mailings of Newsletter, Ballots and dues Notices if possible.

FEBRUARY: Attend LIHIMA meeting.

Registration Notices for the annual Educational/Installation Banquet should be mailed out. Check with Activities Chairperson and President Elect.

Nominating committee counts the ballots and reports results to the President.

As Outgoing President, contact everyone on the ballot with the results. Send letters to the Incoming officers, delegates and alternates advising them that they have been elected to serve as an officer, delegate or alternate respectively. (Outgoing President).

MARCH: Submit Annual Report to NYHIMA.

Prepare President's message for the April issue of Newsletter. Submit any articles of interest to Editor. This mailing should be Sent out separately from the registration notice to members for the Installation banquet/Educational seminar.

Request annual reports from committee chairpersons.

APRIL: Remind outgoing officers and committee chairpersons to have all the material that needs to be turned over to the new officers brought to the May Executive council Meeting.

Send thank you letters to the outgoing officers and committee chairpersons.

The Outgoing President is to prepare the last President's message for the June Newsletter. Summarize the year's events and accomplishments of LIHIMA. Submit articles of interest and congratulate the newly elected Officers, Directors and Chairpersons in message.

Attend NYHIMA's Leadership meeting in Albany, N.Y. with the new President-Elect.

MAY: Have a combined Executive Council Board meeting with the Outgoing and Incoming Executive Council Board. Books and Information should be exchanged at this time. The outgoing President orders the special dinner for this meeting.

JUNE: Last General Meeting for Outgoing President. Meeting is shared Meeting between outgoing and incoming President. The outgoing President "hands over the gavel" to the Incoming President half-Way through the meeting.

Reviewed: 3/01 RE
Revised: 6/02 TD
Reviewed: 2/04 DA
Revised: 3/05 LMS

ORDER OF PRESIDENT'S BOOK

1. Procedures for President
2. Officers/Chairpersons list of addresses and phone numbers. Listing of previous officers and committee chairpersons.
3. Hospital Directory and NYHIMA Directory.
4. Current LIHIMA membership.
5. Bylaws.
6. LIHIMA meeting minutes and Executive council minutes.
7. Correspondence - General (recommend update sheet of phone calls).
8. Correspondence - NYHIMA (recommend update of phone calls).
9. Committee Reports and Committee Annual Reports.
10. Personal Communications.

Revised: 2/23

Reviewed: 3/97 PF

4/98 SD

2/99 FP

3/01 RE

Reviewed: 6/02 TD

Reviewed: 2/04 DA

Reviewed: 3/05 LMS

**PROCEDURE - OBTAINING PROCLAMATION FOR HEALTH INFORMATION
MANAGEMENT WEEK FROM NASSAU AND SUFFOLK COUNTY EXECUTIVES'
OFFICES**

1. Once a copy of the governor's proclamation arrives from NYHIMA, make arrangements to have the Nassau and Suffolk County Executives' offices contacted regarding a proclamation from their offices. Locate most up-to-date numbers for this contact in County phone book.
2. Obtain a Health Information Management Proclamation for our Annual /Installation Banquet/Educational seminar. Please have it done during March/April so it can be displayed at the Registration table at the banquet in April. Display it at the next General membership meeting, then turn it over to Archivist.
3. They will advise you as to procedures to follow. They have copies of previous proclamations and unless the wording is changed, they do not need a new copy. **THEY WILL NEED TO KNOW THE DATES OF HEALTH INFORMATION MANAGEMENT WEEK.**
4. If you wish to have pictures taken, advise them, as it requires an appointment, etc.
5. They do not mail the proclamations, so you will have to make arrangements to have them picked up.
6. In 1983, a sample press release regarding Health Information Management Week was provided by NYHIMA, arrangements could be made to publicize the event in the newspaper, etc.
7. The proclamations are displayed at the next business meeting and are turned over to the Archivist.

(SEE ATTACHMENTS)

Revised: 2/23
Reviewed: 3/97 PF
 4/98 SD
 2/99 FP
 3/01 RE
 6/02 TD
 2/04 DA
Revised: 3/05 LMS

PROCEDURE - FOLLOWING THE ELECTION OF NEW OFFICERS

1. Once the ballots have been counted, the Outgoing President contacts the winners and those who did not win, by telephone and letter.
2. The Outgoing President may send a letter to the Incoming president, notifying her/him of the results of the election.
3. The Outgoing President sends congratulatory letters to the incoming officers.
4. The Outgoing President sends letters to the delegates and alternate delegates advising them that they have been elected to serve as a delegate or alternate.
5. The Incoming President sends a letter to the President of NYHIMA advising her/him of the results of the election with a copy to the NYHIMA Central Office.
6. The Outgoing President sends thank you letters to the outgoing officers and committee chairpersons who served with them.
7. The results of the election are printed in the LIHIMA newsletter published in March.
8. The Outgoing President reminds the officers and committee chairpersons to bring their procedure manuals and any other materials to the May Executive Council **Board joint** meeting in order to turn over all this material to the new officer/committee chairperson respectively.

Reviewed: 3/97 PF

4/98 SD

Revised: 2/99 FP

Reviewed: 3/01 RE

6/02 TD

2/04 DA

Revised: 3/05 LMS

PROCEDURE FOR THE NYHIMA HOUSE OF DELEGATES

1. You will receive a letter from the President of NYHIMA advising you how many delegates LIHIMA is allowed to seat in the NYHIMA House of Delegates. This letter usually arrives in late April or early May. The letter also requests that you submit the names of the delegates and alternate delegates. Respond to this request. (Hopefully they have all paid their dues to both associations). All delegates must be in good standing and up to date with their dues for AHIMA, NYHIMA, and LIHIMA.
2. Determine the transportation costs and other expenses involved with sending the delegates to the NYHIMA House of Delegates in June. The Executive Council will determine the amount to be paid per delegate.
3. As soon as the proposed Bylaws changes are to be voted on at the NYHIMA House of Delegates arrive, distribute copies to each of the delegates. Arrange to meet with the delegates to discuss how they will vote on the proposed Bylaws change at the NYHIMA House of Delegates.
4. Advise the delegates how much they will receive in reimbursement for attending the NYHIMA House of Delegates. It is understood that if the delegates' facility is paying for them to attend the meeting, they are not reimbursed by LIHIMA also.
5. If a delegate is unable to attend, then the alternate delegates are contacted. If you still do not have a full complement of delegates after contacting all of the alternates, then you may appoint someone. They must, however, be an active member. Every effort should be made to seat the full complement of delegates.
6. Make arrangements for the Treasurer to distribute the reimbursement checks to the delegates.

Reviewed: 3/97 PF

4/98SD

2/99 FP

3/01 RE

6/02 TD

2/04 DA

Revised: 3/05 LMS

SAMPLE AGENDA FOR LIHIMA MEETINGS

- I. CALL THE MEETING TO ORDER-TIME_____
- II. MINUTES OF THE PREVIOUS MEETING
Are there any additions or corrections to the minutes?
Motion to accept minutes as read or as corrected.
Second the motion.
- III. CORRESPONDENCE
- IV. TREASURER'S REPORT
- V. LEGISLATION
- VI. DIRECTOR'S REPORTS
Finance
Bylaws and Procedures
- VII. CHAIRPERSON'S REPORTS

Activities
Archives
Awards
Coding and Data Quality
Education
Hospitality (Subcommittee of Activities Committee)
Membership/Credentials
Public Relations
Web Manager (Subcommittee of Newsletter)
- VIII. NASSAU-SUFFOLK HOSPITAL COUNNCIL MEETING REPORT
- IX. OLD BUSINESS
- X. NEW BUSINESS
- XI. ADJOURNMENT
Thank hostess for having meeting.
Announce date and place of next meeting.
Motion to adjourn; second the motion.

Reviewed: 3/97 PF

4/98 SD

2/99 FP

3/01 RE

6/02 TD

2/04 DA

Revised: 3/05 LMS

**PROCEDURES - PRESIDENT
ANNUAL INSTALLATION BANQUET**

ORDER ON DAIS
(Place Settings)

*Facing Front - Left to Right

Second year Director
Treasurer
Corresponding Secretary
Outgoing President
Incoming President
President - Elect
Recording Secretary
First year Director

Issued: 4/89
Revised: 4/98 SD
Reviewed: 2/99 FP
3/01 RE

Reviewed: 6/02 TD
Reviewed: 2/04 DA
Revised: 3/05 LMS

AGENDA FOR LIHIMA ANNUAL INSTALLATION BANQUET

REGISTRATION

WELCOME REMARKS - President

LUNCHEON (Meeting takes place during luncheon)

BUSINESS MEETING - President (Not done in recent years)
Annual Reports, Correspondence, Old Business, New Business

CLOSING SPEECH - President

HIM CHAMPION AWARDS - President

PRESIDENT'S PLAQUE - Given by Past President to President

CARMELA ORMANDY DISTINGUISHED MEMBER AWARD -
Presented by Awards Committee Chair

PRESENTATION OF OUTSTANDING HIM STUDENT AWARDS -
Presented by Awards Committee chair

INSTALLATION OF NEW OFFICERS - President

ACCEPTANCE SPEECH - Incoming President

ANNOUNCEMENTS OF NEW CHAIRPERSONS - Incoming President

DELEGATES TO THE (State year) UPCOMING JUNE NYHIMA STATE CONFERENCE
for the NYHIMA House of Delegates

Incoming President

NOMINATIONS FOR NOMINATING COMMITTEE MEMBERS -

Incoming President

Three (3) names of Active status members are voted by membership present. Ballots are collected and given to past President (Chairperson of Nominating Committee for new term). Chairperson of Nominating Committee tabulates votes at a later date and results are given to the President. President - Elect assigns a member to the nominating committee.

ADJOURNMENT

Issued: 4/89 Reviewed: 2/99 FD Reviewed: 6/02 TD Revised: 3/05 LMS
Revised: 4/98 SD 3/01 RE 2/04 DA

PROCEDURE INSTALLATION OF OFFICERS

The installation of officers takes place at the April Annual Installation Banquet. The Outgoing President or the NYHIMA President/Officer installs newly elected Board of Directors.

Opening Comments: To include the fact that the membership has chosen those newly elected Board of Directors members to represent them, and it is the pleasure of the President to introduce them and swear them into their official positions.

Introduction: Ask each new officer to step forward for his/her introduction. A brief statement for each installed officer can be made at this time. Install them individually in this order:

Second Year Director
First Year Director
Treasurer
Recording Secretary
Corresponding Secretary
President - Elect
President

Optional Candle ceremony: Each newly elected officer is given a blue tapered candle. The President lights each officer's candle with hers as they are individually sworn in. Candles remain lit until all officers have been sworn in and the President declared them installed.

Swearing In: Ask each member of the new Board to raise his/her right hand and respond, "I so pledge"

Do you _____, pledge yourself to carry out your duties as _____ of the Long Island Health Information Management Association (LIHIMA) in accordance with the Bylaws, and do you swear to fulfill the duties of your elected office to the best of your ability to the end that the best interest of our profession and of our individual members may be served?"

Conclusion: The President states:
"I declare the board of Directors of the Long Island Health Information Management Association for the year 20__ - 20__ installed."

Issued: 4/89
Revised: 4/98 SD
Reviewed: 2/99 FP

Reviewed: 3/01 RE
6/02 TD
2/04 DA

Revised: 3/05 LMS

FIRST EXECUTIVE COUNCIL BOARD MEETING OF THE NEW TERM

1. Distribute list of new officers, Directors and Chairpersons.
2. Distribute current copy of the Bylaws to Officers. Bylaws distributed to President, President Elect Past President and Recording Secretary.
3. Sign signature cards for checking account.
4. Determine order of succession in absence of the President and President - Elect.
5. Discuss any pertinent business i.e. NYHIMA House of Delegate Meeting and NYHIMA Strategic Plan (LIHIMA should parallel NYHIMA).
6. Distribute updated procedures to new Officers, Directors and Chairpersons.
7. Distribute complete set of updated Procedures to President Elect, Past President and Recording Secretary.
8. The transfer of books and information to each Officer, Director and Chairperson should take place before (or at) this first Executive Council Board Meeting.

Invite ALL chairpersons to attend the first Executive Council Meeting with the new officers. The Executive Council consists of all officers, Directors, Registrar and Editor. The latter two are non-voting members. The Executive Council Board consists of all Officers, Directors and Chairpersons.

Issued: 4/89
Revised: 4/98 SD
Reviewed: 2/99 FP
 3/01 RE
 6/02 TD
 2/04 DA
Revised: 3/05 LMS

PROCEDURE - AWARDS COMMITTEE

- CHAIRPERSON:** The chairperson shall be the immediate PAST recipient of the Carmela Ormandy Distinguished Member Award.
- MEMBERS:** Members will be the last three (3) past recipients of the Carmela Ormandy Distinguished Member Award and the Past President.
- QUORUM:** Majority of members present.
- VACANCY:** the President, with Executive Council approval will fill a vacancy if necessary.
- GOAL:** To select the recipient of the Carmela Ormandy Distinguished Member Award.
- RESPONSIBILITIES:**
- A. Review nominations for the Carmela Ormandy Distinguished Member Award based on the following criteria:
- specific contributions to LIHIMA as an Officer, Delegate, Chairperson, Committee Member;
 - contributions of NYHIMA, AHIMA and the Health Information Management Profession in general;
 - participation in other professional organizations;
 - educational background;
 - publications;
 - instructional activities, etc.
- Awards Committee Chairperson presents the plaque to the recipient at the annual meeting.
- B. Present award for Distinguished Academic Achievement for students in an accredited RHIT/RHIA Program.
1. Schools in Nassau and Suffolk Counties, which have accredited RHIT/RHIA Programs, are to submit the name of the student they feel merits the Distinguished Academic Achievement Award in their HIM program.
 2. The LIHIMA Awards Committee Chairperson shall present a certificate of achievement to the student(s) at the annual meeting.
- SPECIAL NOTES:** If no member is nominated by the membership for the Carmela Ormandy Distinguished Member Award, the Awards Committee shall select a deserving member using the criteria outlined above.

CALENDAR

- OCTOBER: Contact Corresponding Secretary to make arrangements to have the Request for Nominations for the Carmela Ormandy Distinguished Member Award mailed out with the December meeting notice.
- NOVEMBER: Prepare request for the Carmela Ormandy Distinguished Member Award Nominations Notice (attachment 1) and mail to the Corresponding Secretary in time for the December meeting notice mailing. Request for nominations is sent to the ACTIVE membership. If there is a floppy disk refer to it and update the information with the proper names.
- DECEMBER: Announce the call for the Carmela Ormandy Distinguished Member Award nominations at the December meeting. Have a supply of Request for Nominations forms available at the meeting.
- JANUARY:
- A. Send a Request for Information (attachment 2) to each Carmela Ormandy Distinguished Member Award nominee. If nominee's resume is already on file, request the nominee submit an update.
 - B. Send a request for name and Curriculum Vitae of student in HIM program that is to receive the Distinguished Academic Achievement Award. (Attachment 3).
- FEBRUARY: Contact Awards Committee members and arrange that the Carmela Ormandy Distinguished Member Award nominees resumes will be mailed to them. Select the recipient. This can be carried out via the phone or at a scheduled meeting. Please note that the recipients of the Carmela Ormandy and Student Awards do not pay for their luncheons. Let the Activities Chairperson aware of these recipients.
- MARCH:
- A. Order plaque honoring recipient of the Carmela Ormandy Distinguished Member Award. The inscription should include wording that describes the member's "contribution to the Health Information Profession and LIHIMA".
 - B. Order certificates for HIM Achievement Awards.
 - C. Submit a written report to the President covering the committee's work for the year and any recommendations for the coming year.
 - D. Submit expense account, if any, to the Treasurer.

APRIL:

Present correspondence file, procedures, unused LIHIMA stationery etc., to the next years Awards Committee Chairperson.

Revised: 1/95

Reviewed: 5/01 JR

Revised: 3/02 SD

Reviewed: 3/03 RE

Reviewed: 4/04 DL

Reviewed: 4/05 DL

Attachment 1

LONG ISLAND HEALTH INFORMATION MANAGEMENT ASSOCIATION

DATE:

TO: LIHIMA Members

FROM: Chairperson, Awards Committee

SUBJECT: CARMELA ORMANDY DISTINGUISHED MEMBER AWARD

Nominations for the 20__ Carmela Ormandy Distinguished Member Award are being requested from LIHIMA members.

This award, in memory of Carmela Ormandy, LIHIMA's co-founder and first President, will be presented at the annual meeting in April.

Your participation in nominating a deserving member, who has made significant contributions to LIHIMA and to the Health Information Management profession, is greatly appreciated.

NAME OF NOMINEE _____ RHIA ____ RHIT _____.

Please document the nominee's specific contribution made as a LIHIMA member, including offices held, committee membership, etc., if known.

Name of person making the nomination: _____

Please return by December 31, 20__ to:

Chairperson, Awards Committee

Revised: 3/02 SD

Revised: 3/03 RE

Reviewed: 4/05 DL

Attachment 2

January 5, 20__

Dear

You have been nominated to receive the Carmela Ormandy Distinguished member Award for 20__. Please provide the Awards Committee with the following information:

1. Contributions to LIHIMA, NYHIMA, AHIMA (ex: Offices held, participation as a delegate, committee chairperson, committee membership, etc.).
2. Contributions to the health Information profession.
3. Participation in other professional organizations.
4. Educational background.
5. Publications.
6. Instructional activities, etc.

Please return this letter with the necessary information to me by January 31, 20__.

Sincerely,

Chairperson, Awards Committee

Revised: 3/02 SD
Revised: 3/03 RE
Reviewed: 4/04 DL
Reviewed: 4/05 DL

Attachment 3

January 5, 20__

Dear _____:

As Chairperson of the LIHIMA Awards Committee, it gives me great pleasure to inform you that there will be a presentation made at our annual meeting for the HIM student of the year from each accredited RHIT/RHIA program on Long Island.

It will be necessary for you to choose the student you feel deserves this honor. Only one student may be chosen. Please submit the student's name, curriculum vitae and/or academic achievements to me no later than January 31, 20__.

Sincerely,

Chairperson, Awards Committee

Revised: 3/02 SD
Reviewed: 3/03 RE
Reviewed: 4/04 DL
Reviewed: 4/05 DL

PROCEDURES - CREDENTIALS/MEMBERSHIP COMMITTEE

- REFERENCE:** LIHIMA Bylaws
NYHIMA Bylaws
- ELECTED:** Appointed by President
- MEMBERS:** Appointed by the Credentials Committee Chairperson, Ex-Officio Members, Treasurer and Corresponding Secretary.
- DUTIES:**
1. To send and process applications for membership.
 2. To send and process dues' assessment notices and fees.
 3. To maintain an accurate membership listing.
 4. To report at the bi-monthly Executive Council meetings the membership status.
 5. To report at the bi-monthly general meetings the membership status.
 6. To notify the NYHIMA President of the names of deceased members each April.

MEMBERSHIP APPLICATION:

The LIHIMA membership application package consists of two forms (See Attachments I and II). This package is to be available at the bi-monthly meeting general meetings for prospective members to complete. In addition, the membership package is to be mailed in a timely fashion to any individual expressing a desire to become a LIHIMA member.

The following represents the steps to process a LIHIMA membership application upon receipt:

1. Verify that the applicant has applied for the appropriate membership status. This can be verified against the annual NYHIMA listing that will be sent to LIHIMA.
 - Active members must be an Active member of NYHIMA
 - Associate members must be an Associate member of NYHIMA
 - Student members must be a Student member of NYHIMA
 - Senior members must be a Active member of NYHIMA
2. Verify that the dues and application fee are correct. (Note: New members joining between April-September will pay full annual dues. Those joining October-January will pay 1/2 of the fee for the applicable membership status with which they are applying. Any person wishing to join after January 31 will be charged the annual fee for the upcoming year and membership will be for the duration of the upcoming membership year. {these new members receive March & April free}) Reference Executive council minutes of 3/3/98.
3. Complete the bottom of the application indicating the date the fee was received.

4. File the application into the membership binder.
5. Add the member's appropriate demographic information to the membership listing.
6. Add the member's name and address to the label format list.
7. Complete a membership card and forward to the Corresponding Secretary for mailing with the next correspondence. Mail the Corresponding Secretary the new membership information.
8. Send the check(s) to the Treasurer with a note listing the members' names.
9. There are seven (7) classes of membership: **Active, Associate, Student, Honorary, Supporting, Corporate, Senior.**

DUES ASSESSMENT NOTICES:

1. The first annual dues notice is to be sent during February to all current LIHIMA members (See Attachment II).
2. When fee is received, indicate the date the fee was received on the Membership Status for (Attachment IV).
3. The second notice is to be sent in April.
4. The third and final notice is to be sent in July.
5. Members who do not renew their membership by August 1, will have the membership terminated. A listing of all terminated members is to be supplied to the President at the September Executive Council meeting. In addition, these members' names are to be removed from the membership binder. The Corresponding Secretary is to be informed of all terminated members so that future mailings will be discontinued.
6. Update the membership listing with any changes made to the members demographic and/or status information on file.
7. Send the check(s) to the Treasurer with a not listing the members' names.
8. Complete a membership card and mail to the Corresponding Secretary.

MEMBERSHIP LISTING:

1. Any change in demographic or status information is to be reflected on the membership listing.
2. The membership listing is to be updated monthly.
3. The membership listing is to be given to the Executive Council members at each Executive Council meeting.
4. Any members who successfully pass the Accreditation or Registration exam (ART and RRA) are to have their status changed to Active.
5. A monthly tally of the number of members by status is to be compiled and forwarded to the President for reporting at each meeting.
6. A membership listing with information designated for release by individual members is updated annually and distributed in August of each year.

ANNUAL REPORT:

The annual report is to be prepared by March and forwarded to the President for the March Executive council meeting.

CALENDAR

JANUARY:	Prepare first dues assessment notices
FEBRUARY:	Mail out first dues assessment notices
MARCH:	Prepare annual report
APRIL:	Prepare and mail second dues assessment notices
JUNE:	Prepare and mail final dues assessment notices
AUGUST:	Prepare listing of terminated members
SEPTEMBER:	Update President and Corresponding Secretary of terminated members

Revised: 2/97 JIZ

Revised: 5/98 DL

Reviewed: 3/99 DL

Revised: 3/02 CWP

Reviewed: 3/03 CWP

Attachment I

Dear fellow colleague,

Attached is an application for membership with a description of the classes of members for the Long Island Health Information Management Association. If you are interested in becoming a member, please complete the application form and return it with the following:

1. A photocopy of your American Health Information Management Association and New York Health Information Management Association cards. (Needed for Active, Associate or Student members).
2. A photocopy of an identification card or badge from your workplace/facility if you are currently employed.
3. A check payable to the Long Island Health Information Management Association for the amount of your dues **plus a one time application fee of \$10.00.**

Please return this form with your **check made out to LIHIMA** to:

(Chairperson name:) _____
LIHIMA Credentials and Membership Chairperson
(Address) _____

Revised: 3/02 CWP
Reviewed: 3/03 CWP

PROCEDURES - FINANCE COMMITTEE

CHAIRPERSON: First-Year Elected Director

MEMBERS: President-Elect
Treasurer

VACANCY: Presidential Appointment shall fill Committee members with Executive Council approval.

GOAL: The Committee shall prepare the annual budget and transmit it to the Executive Council at the July meeting to allow for the expenditures/profits from the annual meeting as reported in the Treasurer's Annual report at the June meeting. (Fiscal year is July 1st to June 30th)

RESPONSIBILITIES/ DUTIES:

1. Attend Executive Council meetings.
2. Control the expenditures of funds:
 - a. In excess of \$50.00 not provided for in the budget and,
 - b. In excess of the budget allotment.
3. Prepare the annual budget for the following year.
4. Acquire reports from the Treasurer and the Credentials and Membership Chairperson to estimate income and expenses for the following year.

GUIDELINES FOR PREPARING THE ANNUAL BUDGET:

INCOME

Advertising
Annual LIHIMA Seminar/Luncheon
Education/Coding Seminars
Fund Raiser (if applicable)
Membership Dues

EXPENSES

Annual LIHIMA Seminar/Luncheon
Coding Videos and Tapes
Delegates Expenses (10 Delegates)
Donations (FORE/HIM Programs/Memorials
Miscellaneous (Letterhead/Envelopes/Ink stamps/
Badges/Labels/Photocopy/Fax/Attorney fees/Web
Site fees/Flowers—death/sickness/Hospitality
NYHIMA Gift/etc.)
Postage/Mailings
President's Expenses
Printing (Newsletter)
NYHIMA Convention gifts (when applicable)
Speakers for special educational topics

INCOME

Dues:

Dues are based on the number of Active, Associate, Student, Honorary, Supporting, Senior and Corporate members. Active members are \$20.00; Corporate members are \$50.00; and all other members are \$15.00. As a point of information, it should be noted that a one-time application fee of \$10.00 must accompany the application for membership. A reinstatement fee also exists that shall be the amount of the annual dues plus a reinstatement fee of \$10.00.

Education/Coding Seminars:

Is based on the income from educational seminars sponsored by LIHIMA. Check Treasurer's Report. Coding Seminars based on non-members fee.

Fund Raisers:

Check the Treasurer's Report to determine if any LIHIMA sponsored fundraiser occurred.

Advertising:

Approximately \$50.00 per Newsletter (six per year). Check the Treasurer's Report.

Vendors:

Based on income generated from the vendors at the Annual LIHIMA Seminar/Luncheon (includes donations).

Annual LIHIMA Seminar/Luncheon:

Other income generated.

EXPENSES

Delegates' Fees:

Based on a maximum of ten delegates. The Executive Council determines the dollar amount per delegate.

Printing:

Newsletter, stationary and membership cards. Check with the President to see if stationary is needed; and with the Credentials committee chairperson to determine if membership cards need to be purchased.

Donations (FORE/HIM Programs/Memorials):

Will vary from year to year. Check the Treasurer's Report.

Postage:

Is based on the number of LIHIMA members multiplied by:

- a. six meetings notice mailings per year;
- b. one ballot mailing;
- c. six newsletters;
- d. one annual meeting notice;
- e. six coding educational mailings per year;

- f. Check with the President and Treasurer for any other anticipated mailings, which may include mailing procedures to the Officers and Chairpersons of the committees.
- g. Effort should be made to coordinate and combine mailings when possible.

Installation Luncheon:

Expenses include lunches for the Incoming Officers, two plaques (one for the Outgoing President and one for the Distinguished Member). Check with the Hospitality Committee and the Treasurer's Reports. Include gifts, prizes, etc.

President's Expenses:

To be determined according to the By-Laws

FORE Donation:

\$50.00 is allocated. Note: Decision is made by the Executive Council to give the donation for that year.

Miscellaneous:

Approximate and check the Treasurer's Report.

NYHIMA Convention gifts:

The banquet gifts sponsored by LIHIMA for the NYHIMA Convention (Note: Held on Long Island every five years)

SPECIAL NOTE:

The proposed budget constitutes the Annual Report of this committee unless there are recommendations.

Copies of the Annual Budget should be sent to the President, President-Elect, and Treasurer prior to the July Executive Council Meeting.

Revised 1996

Reviewed 4/97 LAR

Revised 4/98 DA

Reviewed: 1/99 DA

Reviewed: 5/00 MAD

Revised: 6/01 LMS

Revised: 3/02 ESS

Revised: 3/03 LP

Reviewed: 2/04 KK

Reviewed: 3/05 CL

PROCEDURES - EDUCATION COMMITTEE

- REFERENCE:** LIHIMA Bylaws - Article X, Section 10.6(d)
NYHIMA, INC., Bylaws - Article X, Section 10.1(f)
- CHAIRPERSON:** Appointed by the President with the approval of the Executive Council for a two (2) year period.
- MEMBERS:** At least three (3) members appointed by the President with the approval of the Executive Council.
- EX-OFFICIO MEMBER:** President
- VACANCY:** Filled by appointment by the President with the approval of the Executive Council.
- GOAL:** This committee shall plan, sponsor and/or conduct continuing education programs for the purpose of promoting optimal health care and containment of healthcare costs in the counties of Nassau and Suffolk to the extent that health information management practitioners may contribute toward this goal.
- This committee may act as liaison with the New York Health Information Management Association, Inc. (NYHIMA) for dissemination of information and sponsoring of education activities including those relating to continuing education.
- This committee shall maintain contact with educational institutions in the counties of Nassau and Suffolk offering health information management programs for the purpose of continuing professional and educational support for their students.

RESPONSIBILITIES:

EDUCATIONAL PROGRAMS

A. CONTINUING EDUCATION PROGRAM COMPONENT OF LIHIMA MEETINGS.

1. The Education Committee Chairperson is responsible for the coordinating and scheduling of the speaker and location for all educational programs.
2. Chairperson informs Correspondence Secretary of program topic, name and title of speaker, and number and type of C.E. credits for inclusion in meeting announcement. C.E. credits should be

allocated according to those areas mandated by AHIMA.

3. Chairperson completes certificate of Attendance with name of program, name and title of speaker, date and time of program, name and address of host facility, number of C.E. credits, type of C.E. credits and signature.
4. Chairperson distributes Certificates of Attendance after completion of C.E. program component at LIHIMA meeting.

B. LIHIMA SPONSORED CONTINUING EDUCATION PROGRAMS

1. As soon as possible after the new term begins, the Education Committee holds a meeting to plan educational programs for the coming year.
2. At the August meeting of the executive Council, submits possible topics, number of proposed programs, dates, sites, speakers, number and type of C.E. credits for review by the members of the Executive Council. Tentative budget for income and expenses relating to proposed educational programs should also be submitted at this time.
3. After review and approval by the Executive council, finalized plans for educational programs:
 - a. Determines program topics, objectives, outlines, dates, times, site, speakers, number of C.E. credits, type of C.E. credits.
 - b. Chairperson delegates committee duties as follows:
 1. Arrangements - site, room refreshments, A-V equipment.
 2. Program planning - invitation to speakers, requests for curriculum vitae, program evaluation forms.
 3. Notifies - Correspondence Secretary of date, topic, speaker and location of educational program so that notices can be sent.
 4. Fee - Non-members who wish to attend educational seminars will be charged a nominal fee.
 - c. Calculates program expenses, including:
 1. Speakers fee, if any
 2. A-V rental fee, if any
 3. Room rental fee, if any
 4. Cost of refreshments
 5. Cost of handouts, if any

Note: Every effort should be made to keep expenses to a minimum. Speakers, rooms, A-V equipment, refreshments, envelopes may at times, be obtained free of charge. Flyers may be photocopied instead of printed.

d. Determines registration fee and cost of handouts, based upon projected expenses, enrollment expectations, and optimal income objectives, as discussed with Executive Council.

4. Submits proposed budget for educational programs to the Executive council for final review and approval.

B. CONTINUING EDUCATION PROGRAMS SPONSORED BY OTHER ORGANIZATIONS.

1. Chairperson contacts various organizations sponsoring continuing education programs and requests to be placed on their mailing lists. Examples of other organizations include HFMA, HIMANYC, etc.

2. Prior to publication of LIHIMA Newsletter, Chairperson contacts Editor and provides information concerning upcoming continuing education programs, which may be of interest to LIHIMA members.

3. At LIHIMA meetings, provides information to membership concerning continuing education programs not published in the LIHIMA Newsletter, which may be of interest to LIHIMA members.

C. EDUCATIONAL FUNDRAISER

1. Educational Fundraiser should tentatively be the second Wednesday in January.

2. Securing the Speaker for the Fundraiser--usually a Roundtable Event of Information-Questions and Answers.

3. Fundraiser fee usually \$40.00 per person for ½ day session. (9AM-12 noon).

4. Flyers for the Fundraiser to be made and mailed out (Public Relations Chairperson and President Elect to help out if needed).

5. Mailing of flyer for fundraiser should be scheduled for the last week of December.

6. Checks made out to LIHIMA can be collected beforehand or at the door of this event.

CALENDAR FOR EDUCATIONAL COMMITTEE

- July Plan the educational calendar for the year
(This includes the fund raising event and annual educational program)
- August Submit to the Board for discussion and approval
- September Submit the calendar to the editor for publication in the newsletter
- October Obtain speaker for the Fund Raising program (to be held in January)
- November Prepare notice for the January Education program
- December Send notice to Correspondence secretary to be mailed to membership
Select a committee member to receive registration and checks
Prepare a list of attendees and CE form for the January presentation
- January Send a thank you to the speaker for January presentation.
Contact speakers for April Annual Educational program.
Confirm speakers and audiovisual equipment
- February Advise Activities Coordinator of names of speakers and titles for the notice
- March Prepare CE form and evaluation form for Annual program
- April Attend annual educational program and assist speakers with requests.
Help activities coordinator if need arises
Sent thank you letters to speakers
- May Attend Board Meeting to exchange books
- June Assist incoming educational chairperson with planning calendar.
(Use the evaluation forms received from annual educational program)

Revised: 4/95
4/97 RL
Reviewed: 4/98 RL
Revised: 5/02 DF
Reviewed: 3/03 JK
Revised: 4/04 JBK
Revised: 4/05 JBK

Procedures- Treasurer

DUTIES: The Treasurer shall serve as a member of the Executive Council and have charge of all funds belonging to the Association; shall keep and deposit same for or on behalf of the Association; in a bank or banks to be designated by the Association; shall collect any assessment approved by the Association; shall make reports as often as needed to be presented at the regular meetings and the Executive Council meetings, and an annual report to be presented by the June meeting and will include both profits and expenses incurred from the April Annual Meeting.

IMPORTANT ITEMS:

1. Cash all checks promptly. Many businesses void their checks after thirty days; as a consequence, banks are not apt to honor late checks.
2. Upon completion of the Annual Report at the June meeting, new treasurer will take over. Be sure that you have given new treasurer some signed checks for use.

RECEIVE FROM PREDECESSOR:

1. Current roster of members
2. Checkbook
3. Treasurer's folder containing:
 - a. Financial reports to date
 - b. Correspondence file for year just complete
 - c. Copies of paid bills to date
 - d. Bank statements to date

PROCEDURES:

1. Receipt of Revenues
 - a. Membership Dues
The Membership Chairperson will send membership Dues to you. These will arrive at all times of the year.
 - b. Other Revenues
Advertising (newsletter)
Annual LIHIMA Seminar/Luncheon
Educational/Coding Seminars (non-members)
Fund Raiser (educational)
2. Expenses
Bills will be sent to you direct from various vendors and also from Chairpersons. Issue check with reference to what has been paid. After paying, file a copy of the bill marked "paid" and file in the Treasurer's folder. Expenses include:
Postage/Mailing
Printing (Newsletter)
President's Expenses
Annual LIHIMA Seminar/Luncheon
Coding videos and tapes

Delegate Expenses (10 Delegates)
Donations (FORE/HIM Programs/Memorials)
NYHIMA Convention gifts
Miscellaneous Expenses
(Letterhead/ envelopes/ ink stamps/ badges /labels/
photocopy/fax/ Attorney fees/ Web site
fees/flowers/ Hospitality NYHIMA Gift/etc.)

3. Request for Funds from Members
Occasionally you will be asked for reimbursement from an officer, delegate, chairperson, etc who has laid out funds for postage, deposit for an event, etc. Reimburse when you have received proof of receipt or at the direction of the Executive Council.
4. Correspondence
If any correspondence you receive during your term appears noteworthy, forward a copy thereof to the Association President. Always keep a copy in the appropriate section of the Treasurer's folder.
5. Balancing Accounts
Always balance checking account(s) as statements are received at the end of your term; file statement received in the appropriate section of Treasurer's folder. Discard deposit slips after statement is verified.
6. Reporting
Prepare a Treasurer's Report monthly according to the format shown in the Treasurer's folder. Format for all reports is standardized, please use same formats. Record monthly receipts and disbursements in the appropriate categories. These reports are to be reflective of LIHIMA's fiscal year.
7. Filing of Signatures of New Officers with the Bank
It is necessary that you immediately contact the Bank of New York in order to inform them of the change of Treasurer and President and verification of your signature. Make certain your address is on file at the bank; otherwise bank statements will be sent to the previous officer.
8. Bounced Checks
The Treasurer will inform the issuer of a bounced check immediately and a new check requested. The Treasurer will bill the issuer for the additional penalty charge levied by the bank for handling of a bounced check.

The membership chairman will be notified when an uncashable dues check is received and when appropriate reissue is made.
9. Maintenance of Records
Purge records as needed. Send to Archivist for storage.

10. Procedures

If you feel that a procedure has outlived its usefulness and should be superseded or eliminated, or if you feel the need to add new procedures contact the Chairperson of the Procedure Committee.

Revised: 3/96 LF

Revised: 5/00 CE

Reviewed: 5/01 DB

Revised: 4/02 DB

Reviewed: 4/04 DL

Reviewed: 3/05 DL

Procedure – Activities Committee

- Reference:** LIHIMA By-Laws
- Chairman:** Appointed by the President
- Members:** At least three (3) additional members, appointed by the chairperson
- Goal:** The Activities committee will greet members and visitors at General Membership meetings. The committee will also arrange for the LIHIMA Annual Installation Luncheon/Seminar.
- Responsibilities:** Prepare for the LIHIMA Annual Installation Luncheon/Seminar

Activities Calendar

May-August:

- Determine where the luncheon will be held the following August.
- Discuss with Board and review financial obligations.
- Get contract and send deposit.
- Make sure the date does not coincide with Easter/Passover holidays.

August-January:

- Meet with caterer to discuss contract and menu.
 - Colors of LIHIMA are always royal blue and white, which is what the table settings are.
 - We always use centerpieces provided, as this is a fundraiser.
- Discuss pricing with the Board for vendors and members.
- Determine what favor/gift will be given.
- Find out if the educational program is set for mailing to members.
- Prepare vendor contract and determine cut-off date.
- Discuss and plan with Incoming President for information to be included on the Membership mailing.
 - Incoming President to prepare spreadsheet and communicate attendees with Activities Chair routinely.
 - Checks to be sent to Treasurer timely.
- Find out from President-Elect who will be Activities Chair for next year so they can assist and learn function.
- Find out who will do printing of Programs and Mailing Brochure for Membership. Provide information with menu choices and prices as well as deadline for submission.
- Get letterhead for vendor letters.

