

## **Duties of Officers and Directors**

The duties of officers shall be as specified in these Bylaws and such standing rules as may from time to time be adopted, or as specified in the Bylaws and the standing rules of the American Health Information Management Association and the latest edition of Robert's Rules of Order.

The President shall become familiar with the Procedures for Component State Associations, established by the American Health Information Management Association and be guided by these procedures in directing the activities of officers and committees. He/she shall preside at all meetings of the Association and of the Executive Board; appoint, with the approval of the Executive Board, standing and special committees except as otherwise provided. He/she shall be an ex-officio member of all committees except the Nominating Committee. He/she shall serve as delegate to the House of Delegates of the American Health Information Management Association.

The Vice-President shall serve as an aide to the President and shall assume the duties of the President in his absence or inability to act. The Vice-President, since considered to also to be the President-Elect, shall assume such duties as required by the President-Elect in preparation for the term when he/she shall assume the duties of the President. He/she shall attend the House of Delegates of the American Health Information Management Association as an observer. In the event the President is unable to fulfill his duties as delegate to the House of Delegates, the Vice President shall serve as delegate.

The Secretary shall have the duty to keep minutes of all meetings and keep these minutes in a permanent record. He/she shall present these minutes to the board members at each monthly meeting for review and approval, making necessary corrections. The Secretary shall be responsible for preparation and distribution of the Agenda for each meeting.

The Treasurer shall be custodian of the funds of the Association. He/she shall maintain an account of dues received from the Executive Director of the American Health Information Management Association. The Treasurer shall present historical budget data and be responsible for presenting proposed budget for the calendar year. The Treasurer shall prepare an annual financial report and present this report at the Annual Meeting and at other times upon request of the President.