

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

EDUCATION COMMITTEE

PROCEDURE

CHAIRMAN: The chairman is an active member of the LVHIMA and is appointed annually by the President.

MEMBERS: The committee consists of two members.

TERM OF OFFICE: The term of office shall be the fiscal year, i.e. July 1 through June 30.

EX-OFFICIO MEMBER: The President is an ex-officio member of this committee.

QUORUM: A majority of the members.

VACANCY: A vacancy occurring in the chairmanship will be filled by the President with Executive Board approval.

DUTIES:

Coordinate educational sessions for the credentialed and non-credentialed staff of member organizations, with approval of the Executive Board.

Shall complete the expense vouchers process of all financial transactions when conducting business of the LVHIMA.

REPORTS: Reports are made to the President and the membership at the business meetings and on the web-site.

QUALIFICATIONS: Only active dues paying members shall be eligible to hold office.

RESIGNATION OR REMOVAL: Any Committee Person may at any time resign by giving written notice of such action to the Executive Board, indicating the date on which the resignation will be effective.

The Chairman shall post on the website Kathleen A. Lynch student scholarship application, and shall determine with the President, the recipient of KAL scholarship award.

Shall establish mentoring guide lines and post list of LVHIMA volunteers on web-site.

December, 2006