

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

PUBLIC RELATIONS COMMITTEE

PROCEDURE

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

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

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

DUTIES:

The Chairman serves as regional representative for PHIMA public relations committee.

The Chairman shall communicate activities of this Association to PHIMA public relations committee.

The Chairman promotes the Association through submitted LVHIMA articles to the Keystoner.

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. Submission of a final report is to be sent to the President one week prior to the annual meeting.

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.

December, 2006