

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

PRESIDENT

PROCEDURE

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

DUTIES:

The President shall act as the chairperson and preside at all Executive Board Meeting of the Association.

Shall appoint the chairpersons of the Standing Committees and shall be an ex-office member of all except the Nominating Committee; except as otherwise provided by the Bylaws.

The President shall render an annual report to the Association at the annual meeting.

The President shall conduct the affairs on behalf of the Association between Executive Board meetings.

Shall preside at all meetings of the Association business which affects changes in the purpose of the Association or initiates affiliation with other organizations or leads to commitments of any kind must be presented to the Executive Board for approval. Contact may be made by telephone, E-mail, Fax in lieu of a formal meeting.

Shall direct the arrangements for the annual meeting and work closely with Program Chairperson in this matter. Sites for the annual meeting should be evaluated at the beginning of the term of office. Final selection requires approval of the Board.

Shall review all committee activities and assure that all are functioning properly.

Shall publish a PRESIDENT'S NEWSLETTER at least fives times during the course of term of office.

The President monitors the budget as presented by the treasurer.

The President assures that all minutes of meetings shall be prepared by the Secretary and approved by the Board and Association at the next meeting.

The President shall complete the expense vouchers process of all financial transactions when conducting business of the LVHIMA

The President shall request annual reports from each of the officers and committee chairpersons prior to the annual meeting. Copies of these reports should be available to the membership.

The President shall be contact person for Network Solutions and is responsible for LVHIMA domain name; lvhima.org.

The President shall be co-signature on financial account with the Treasurer and President elect.

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

RESIGNATION OR REMOVAL:

Any officer 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.

VACANCIES: All vacancies except the office of the President-Elect may be filled until the next Election by an affirmative vote of the remaining members of the Executive Board.

December, 2006