

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

PRESIDENT – ELECT

PROCEDURE

**TERM OF OFFICE:** The term of office shall be the fiscal year; i.e., July 1 through June 30, at which time s/he becomes President,

**DUTIES:**

The President-Elect shall perform the duties pertaining to the office of the President during his/her absence, disability or inability to act.

The President-Elect shall serve as a member of the Executive Board of the Association.

The President-Elect shall submit a proposed budget at the April meeting for their term in office, which requires the Board approval.

The President-Elect shall perform other such duties which might be from time to time determined by the Executive Board.

Standing committee chairpersons are chosen by the President-Elect and approved by the Executive Board. Those chairpersons are announced at the annual meeting.

The President-Elect shall be knowledgeable about all committee procedures, PHIMA bylaws and LVHIMA bylaws.

The President-Elect shall serve as LVHIMA representative on PHIMA Legislative committee.

The President-Elect may initiate a project or identify a theme for their year as President. Continuity from year to year shall be sought.

The President-Elect shall be prepared to assume the office of President at the annual meeting.

The President-Elect shall prepare a message of acceptance which is given at the installation ceremony.

The President-Elect 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 business meetings. Submission of a final report is due to the President one week prior to the annual meeting. The report will be presented to the membership at the annual meeting.

The President-Elect shall be co-signature on financial account with 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 of which such resignation will be effective.

**VACANCY:** In the event of a vacancy in the office of the President-Elect, nominations will be made by the Executive Board for this office of the membership conducted. The person attaining the majority of the votes will assume the office of President-Elect without further action.

After serving in such office for one year or the completion of the filled vacancy, the President-Elect shall succeed to the office of President without further action being necessary.

December, 2006