

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

TECHNOLOGY 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 in addition to the Chairman, Technology Support Advisor and Website Support Advisor.

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:

Promotes the association through its technological means, such the website, chat and blast emails. The Chairman shall complete LVHIMA voucher process for all financial transactions when conducting business of the Association.

The Chairman shall serve as a contact on the organizational website and forwards questions to the appropriate members of the Board.

The Chairman shall work with the website vendor to assure accurate and timely maintenance and updates to the website.

The Chairman shall maintain current website information and documentation, including announcements, meeting minutes, educational materials and membership applications.

The Chairman shall extend job postings, mentor areas and other HIM links on the website.

The Chairman shall recruit vendors to advertise on the organizational website. Any and all fees collected will be the responsibility of the Treasurer.

Shall maintain the email list and send blast emails, including the quarterly membership newsletter, announcements and meeting minutes, or other emails as requested by members of the Executive Board.

Shall monitor and maintain the chat available on the organizational website.

The Chairman shall provide ideas and opportunities for the technological enhancements within the organization to 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.

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, indication the date on which the resignation will be effective.

December, 2006