



NIHIA Board Position Description

Office: President-Elect

Term: Year one of a three-year commitment, continuing until a successor is elected and qualified or until death, resignation, or removal. After serving one year as President-Elect, the individual shall automatically succeed to the office of President.

Detailed Term: The President-Elect is an Executive Board position requiring a three-year commitment. The first year is served as President-Elect, the second year as President, and the third year as Past President.

Responsibilities:

- Perform all duties of the President in the President's absence or inability to act.
- Coordinate and plan educational seminars and webinars for NIHIA members and the HIM community.
- Facilitate at least three seminars or webinars during the term of office.
- Oversee and assist the Program Committee.

Detailed Responsibilities: The President-Elect is responsible for organizing and facilitating at least three educational seminars and/or webinars for all NIHIA members and HIM professionals within our service area. The President-Elect serves as Chairperson of the Program Committee and assists the committee with all aspects of seminar and webinar planning. This includes coordinating dates, times, locations, and webinar platforms, as applicable.

The President-Elect also works with the Program Committee to recruit speakers, coordinate presentation time slots, and collect speaker materials for posting on the NIHIA website. Additional responsibilities include preparing and distributing the agenda, speaker evaluations, and CEU certificates for attendees. The President-Elect facilitates the seminar or webinar, arranges refreshments and lunches for in-person seminar attendees, works with the Treasurer regarding expenses, registration, and payments, and collaborates with the Public Relations Committee on raffles and door prizes. The President-Elect also performs the duties of the President in the President's absence or inability to act.