



NIHIMA Board Position Description: **President-Elect**

President-Elect is an executive board position requiring a three-year commitment. It is year one of the three-year commitment. Year two is president and year three is past president. Executive board positions represent NIHIMA at state and national board meetings. The president-elect is responsible for organizing and facilitating at least three educational seminars and webinars for all NIHIMA members and HIM professionals in our territory. This includes setting the times, dates, location and/or webinar platform. With the help of the president and board members, the president-elect will recruit speakers, coordinate speaking time slots, and gather speaker presentation material to post to the NIHIMA website. The president-elect will prepare and distribute the agenda, speaker evaluation and CEU certificates for all attendees. Responsibilities also include facilitating the seminar/webinar, arranging refreshments and lunches for seminar attendees, working with the treasurer for expenses, the membership coordinator(s) on announcement postcards, registration and payments, and the public relations committee on raffles and door prizes. President-elect will also perform the duties of the president in the event of his/her absence.