



# IFHIMA REPRESENTATIVE SELECTION AND RESPONSIBILITIES

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Revised: March 2019

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## Description

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IFHIMA, or the International Federation on Health Information Management Associations (formerly known as IFHRO), supports national associations and health record professionals to implement and improve health records and the systems which support them.

As the association which is representative of the national activities within the field of HIM in the United States, AHIMA may select one primary representative (Director) and one alternate representative (Deputy Director) to serve as the U.S. National Member. The Director serves on the General Assembly with full voice and voting rights. In the absence of the Director, the Deputy Director represents AHIMA at the General Assembly meeting held at the time of the triennial International Congress.

IFHIMA's Constitution can be found [here](#).

## Responsibilities

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The Director's duties shall commence approximately five (5) months prior to the IFHIMA triennial Congress and conclude six (6) months prior to the following Congress, when the new Director is appointed. This is designed to facilitate communication and continuity between the previous representative and the incoming Director. The Director will then become the official representative for a three (3) year term per IFHIMA guidelines and shall be primary contact(s) for all business pertaining to the Federation. Directors or Deputies who move to another country will no longer serve as a Director or Deputy for the U.S. and AHIMA shall select a replacement. Per the IFHIMA Constitution, Directors shall be delegated by AHIMA to make decisions and act on the national association's behalf except in strategic, political or financial matters that will impact AHIMA's business practices.

The Director is expected to serve as a goodwill ambassador for both AHIMA and the United States and to always act in the best interest of the Association. They are also expected to serve as a spokesperson and advocate for AHIMA and for the advancement of HIM in both the U.S. and worldwide.

Additional responsibilities include:

1. Facilitating communications between AHIMA and IFHIMA
2. Securing opportunities for AHIMA to collaborate globally on behalf of the profession
3. Reporting regularly on IFHIMA activities to the AHIMA Board, Staff, and Members
4. Promoting AHIMA's activities globally and building a network of colleagues from other countries
5. Identifying future leaders for development

## Desired Profile

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The US Director should:

- Have a minimum of ten (10) years of experience as an AHIMA member
- Have the ability to travel for IFHIMA business when necessary
- Be experienced in and knowledgeable of national health information management activities and have a proven record of volunteerism
- Have excellent communication skills in both the verbal and written format
- Have experience in communication through public presentations in the HIM discipline
- Have an appreciation for international diversity and respect for other cultures
- Be able to devote a significant amount of time in a volunteer capacity, and able to work within resource constraints
- Have the support of their employer to work on IFHIMA business and to travel internationally when necessary
- Have the necessary time and technology access to keep up with the position requirements independently

It is preferred that:

- Be a current member of IFHIMA
- Have attended an IFHIMA Congress
- Have knowledge of IFHIMA, its structure, goals and objectives

The IFHIMA Director should **not** be a present or incoming AHIMA, AHIMA Foundation, CAHIIM, or CCHIIM Board member due to potential conflicts or dualities of interest. However, if a current AHIMA, AHIMA Foundation, CAHIIM or CCHIIM Board member would like to apply for the position and is selected, it is understood that the individual will resign from their position to serve as the IFHIMA Director.

## Reporting Expectations

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The IFHIMA Director shall be accountable to the AHIMA Executive Office and Board of Directors. The Director shall be expected to update the AHIMA Board, Staff, and Members through:

1. Quarterly and Annual reports on IFHIMA activity delivered to the Board of Directors
2. At least one article per year for an AHIMA print or electronic periodical, such as the *Journal of AHIMA*, on international HIM trends and topics
3. Monthly review & update of the IFHIMA portion of the AHIMA website

4. Appearance at the AHIMA Conference yearly and, if possible, submission of abstract for educational track
5. Regular sharing of articles or resources that might be of interest to AHIMA members
6. Regular contact with the AHIMA Executive Office and involvement in any correspondence with staff or members regarding international activity

Limited assistance in writing, editing, or updating web content can be provided by AHIMA staff.

## **Application Process**

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Potential IFHIMA Directors shall complete and return the documents indicated below to the AHIMA Executive Office by the due date on the application:

1. IFHIMA Director Application
2. Updated CV/Resume
3. Letter of support from current employer (if applicable)
4. One-page character reference from an AHIMA member or HIM professional highlighting characteristics and experience that would be utilized in the role of IFHIMA Director

## **AHIMA Board Approval**

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The AHIMA Board shall open a call for applications seven (7) months prior to the date of each triennial IFHIMA Congress. The President, CEO, and outgoing IFHIMA Director shall be asked to review all applications and to provide a recommendation for Director by at least six (6) months prior to the triennial IFHIMA Congress. The AHIMA Board will then vote electronically to decide on the incoming US representative. The candidate receiving the most votes shall be selected as IFHIMA Director; the AHIMA Past President or other designee approved by the Board shall serve as IFHIMA Deputy Director for the three-year term. The appointed candidate will be notified by the CEO immediately following the electronic vote to begin the transition and the Director shall be invited to attend that year's IFHIMA Congress as the official AHIMA and US representative.

## **Resource Commitments**

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The IFHIMA Director shall be supported with necessary resources to complete their duties on behalf of AHIMA. This includes:

1. Financial support of travel to IFHIMA in-person meetings as they occur and in adherence with AHIMA's travel expense policies;
2. Dedicated AHIMA conference line and/or email address if requested;
3. Limited staff support for speaking or writing engagements and other content needs;
4. Updates on AHIMA activities, including international membership or product outreach, global standards work, and Board newsletters;
5. AHIMA marketing materials as requested;
6. Relevant supplies and governance documents as requested and deemed appropriate.

## Appendix A: Application for 2019-2022 IFHIMA Director

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First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

AHIMA Credentials: \_\_\_\_\_ Other Credentials: \_\_\_\_\_

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Contact Method:  Work Phone  Home Phone  Email

### Items Required for Application:

1. Completed IFHIMA Director Application (this form, 2 pages)
2. Updated CV/Resume
3. Letter of support from current employer (if applicable)

One-page character reference from an AHIMA member or HIM professional highlighting characteristics and experience that would be utilized in the role of IFHIMA Director

**APPLICATIONS MUST BE RETURNED TO Patricia Shank by May 10, 2019**

**Email: [patricia.shank@ahima.org](mailto:patricia.shank@ahima.org) Phone: (312) 233-1908**

## Application for 2019-2022 IFHIMA Director (continued)

Please answer the following questions:

1. Why are you interested in becoming an IFHIMA Director?

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2. What unique skills or experience do you believe you would bring to the role?

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3. What volunteer leadership experience do you have (AHIMA or otherwise)?

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4. What cultural exposure (travel, languages, etc.) do you have to other countries?

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5. What communications experience (presentations, written articles, etc.) do you have that will complement the role?

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6. Please list any time or resource constraints that may hinder your ability to perform the duties of the IFHIMA Director.

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