

## Volunteer Leadership Competencies Self Assessment



**Purpose:** This document outlines the competencies for the AHIMA and its entities (AHIMA, AHIMA Foundation, CAHIIM, CCHIIM, and CSA) volunteer leadership positions. It explains the core competencies expected for all volunteers and specifies additional competencies for director/commissioner/committee chair roles. It is a useful tool when considering volunteering for leadership positions.

### Core Competencies for All Volunteers

- **Adheres and Advocates** for the AHIMA code of ethics, and any other appropriate codes of conduct, values honesty, integrity and transparency.
- **Demonstrates Commitment** to the mission, vision, values and strategy of the entity (AHIMA, AHIMA Foundation, CAHIIM, CCHIIM, and/or CSA)
- **Is a Team Player/Collaborator**, works well on teams and fosters trust among group members and adjusts behavior in order to establish relationships with teams. Completes assigned duties and tasks.
- **Respects Diversity and Fosters Inclusion**, values all kinds and classes of people equitably, deals effectively with all races, cultures, disabilities, ages and genders. Ensures all voices are listened to and respected. Will wait for others to catch up before acting and is sensitive to due process and proper pacing.
- **Presents a Positive Professional Image**, reflects the profession as a confident, proficient, skilled, qualified expert, and qualified authority in HIM.

**Instruction:** Individuals are invited to self-assess their competencies by checking off either a basic, intermediate or expert proficiency level and adding an example that demonstrates how the competency is met or your plan to further develop the competency. The examples may include any executive/governance level experience i.e.: CSA, other non-for-profit, for-profit, work setting or personal experience. The working definitions of the proficiency levels:

- **Basic:** I have basic skills in this area but no professional experience. I would like to improve.
- **Intermediate:** I am at an intermediate level in this area. I am somewhat confident in my ability, although my opportunities and experience are limited.
- **Expert:** I have advanced knowledge and expertise in this area and significant direct experience. Others recognize me for my expertise.

Name: \_\_\_\_\_ Component State Association: \_\_\_\_\_

Director/Commissioner/Committee Chair (Executive/Governance) Level					
Competency	Description	Basic	Inter-mediate	Expert	Example of Competency-related Experience or Plan
<b>Visionary Leadership and Strategic Planning</b>	<ul style="list-style-type: none"> <li>Assesses short term and long term needs</li> <li>Focuses on internal and external impact</li> <li>Forecasts the future and leads change</li> <li>Formulates the mission, vision and values, and sets direction</li> <li>Prioritizes initiatives based on strategy</li> <li>exhibit an entrepreneurial spirit to inspire others</li> </ul>				
<b>Business and Resource Management, Process, Expertise and Acumen</b>	<ul style="list-style-type: none"> <li>Directs and evaluates organization-wide performance</li> <li>Develops and articulates a value proposition</li> <li>Identifies budgetary and resource (financial, human, information and logistics) impact and pursues cost effectiveness</li> <li>Is vigilant about financial and fiduciary responsibility</li> </ul>				
<b>Critical Thinking, Analysis and Problem Solving</b>	<ul style="list-style-type: none"> <li>Thinks in a logical and analytical manner</li> <li>Deliberates through multiple perspectives and alternatives</li> <li>Solves problems with effective solutions</li> <li>Advises toward results-oriented and effective decision-making</li> </ul>				
<b>Organizational Innovation and Transformation</b>	<ul style="list-style-type: none"> <li>Understands the complexities of organizations</li> <li>Initiates efficiency and effectiveness processes</li> <li>Acts as a change agent and utilizes change management best practices</li> <li>Inspires creativity</li> </ul>				
<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>Builds consensus</li> <li>Creates a climate that empowers others</li> <li>Advances inclusion and full group participation</li> <li>Stimulates ownership and accountability of team members</li> <li>Anticipates and celebrates accomplishments</li> </ul>				

Director/Commissioner/Committee Chair (Executive/Governance) Level					
Competency	Description	Basic	Inter-mediate	Expert	Example of Competency-related Experience or Plan
<b>Development of Others</b>	<ul style="list-style-type: none"> <li>• Motivates individuals</li> <li>• Mentors and coaches people to excel</li> <li>• Advocates continuous learning</li> <li>• Guides with self assessment and improvement</li> </ul>				
<b>Negotiation Skills</b>	<ul style="list-style-type: none"> <li>• Influences others to act cohesively</li> <li>• Leads conflict resolution and settles differences</li> <li>• Acts in a direct and diplomatic manner</li> <li>• Gains trust and respect</li> </ul>				
<b>Interactive Communication, Presentation &amp; Technology Skills</b>	<ul style="list-style-type: none"> <li>• Articulates effectively</li> <li>• Listens actively and confirms that a message is heard</li> <li>• Commands and engages an audience</li> <li>• Utilizes multiple and appropriate communication modes</li> <li>• Applies tools to convey thoughts and images</li> <li>• Adopts current uses of technology</li> </ul>				
<b>Project Management/Time Management</b>	<ul style="list-style-type: none"> <li>• Practices project management methodology, tools and techniques</li> <li>• Determines the resources and time to accomplish an outcome</li> <li>• Champions the importance of goals, expectations and deadlines</li> </ul>				
<b>HIM Practice</b>	<ul style="list-style-type: none"> <li>• Understands the HIM profession, healthcare and/or informatics</li> <li>• Subject Matter Expertise/Areas of Practice:               <ul style="list-style-type: none"> <li>○</li> <li>○</li> <li>○</li> </ul> </li> </ul>				