

# Volunteer Leadership Competencies Self Assessment



**Purpose:** This document outlines the competencies for the AHIMA volunteer leadership positions. It explains the core competencies all volunteers should strive for and specifies additional competencies for leadership roles. It is a useful tool for professional development and when considering volunteering for leadership positions.

**Instruction:** Individuals are invited to self-assess their competencies by placing a number 1 for little/no experience, 2 for basic, 3 for intermediate, or a 4 for 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:

- **Little/No Experience (1):** I have little or no experience in this area. I would like to learn and improve.
- **Basic (2):** I have basic skills in this area, but no professional experience. I would like to improve.
- **Intermediate (3):** I am at an intermediate level in this area. I am somewhat confident in my ability, although my opportunities and experience are limited.
- **Expert (4):** I have advanced knowledge and expertise in this area and significant direct experience. Others recognize me for my expertise.

## 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 AHIMA.
- **Acts as a Team Player/Collaborator**, works well on teams, fosters trust among group members, and adjusts behavior in order to establish relationships with teams. Motivates and desires to improve the quality of service.
- **Respects Diversity and Fosters Inclusion** of all races, cultures, disabilities, ages, and genders equitably, with respect and sensitivity. Ensures all voices are listened to and respected.
- **Presents a Positive Professional Image**, reflects the profession as a confident, proficient, skilled, qualified expert, and qualified authority in HIM.

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

Competency Level (1 – 4)	Example of Competency-related Experience or Plan
<b>1. Visionary Leadership and Strategic Planning</b>	
Formulates mission, vision and values, and sets direction	
Develops strategy for mission	
Encourages risk-taking and non-traditional ideas	
Assesses short-term needs to achieve long-term goals	
Prioritizes initiatives based on strategy	
Leads change by focusing on internal and external impacts and competition	
Exhibits an entrepreneurial spirit to inspire others	
Leads with integrity	
<b>2. Business and Resource Management, Expertise and Acumen</b>	
Is vigilant about financial and fiduciary responsibility	
Identifies budgetary impact and resource opportunities	
Develops and articulates a value proposition	
Utilizes the skills of all team members when making decisions	
Directs and evaluates performance and quality improvement	
<b>3. Critical Thinking, Analysis and Problem Solving</b>	
Thinks in a big-picture manner	
Thinks analytically	
Advises towards results-oriented and effective decision-making	
Solves problems with effective solutions	
Deliberates through multiple perspectives and alternatives	
<b>4. Organizational Innovation and Transformation</b>	
Understands the complexities of organizations	
Inspires creativity	
Acts as a change agent and utilizes change management best practices	

Competency Level  
(1 – 4)

Example of Competency-  
related Experience or Plan

**5. Team Leadership**

Creates a climate that empowers others

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Inspires the group

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Advances inclusion and full group participation

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Builds consensus

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Connects the team with the overall vision and strategy

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Stimulates ownership and accountability of team members

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Gains trust and respect

**6. Development of Others**

Advocates continuous learning

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Motivates individuals

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Mentors and coaches people to excel

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Influences others to commit to mission, vision, values and direction

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Guides with self-assessment and improvement

**7. Negotiation Skills**

Influences others

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Acts in a collaborative manner

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Acts in a direct and diplomatic manner

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Leads conflict resolution and settles differences

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Exhibits strong facilitation skills

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Builds alliances and links to key stakeholders



AHIMA Volunteer Leadership Competencies Self Assessment Tool 2013 by the Volunteer Leadership Competencies House Task Force

Competency Level (1-4)

Example of Competency-related Experience or Plan

8. Interactive Communication, Presentation & Technology Skills

- Articulates effectively
- Listens actively and confirms that a message is heard
- Commands and engages an audience
- Adopts current uses of technology and social media
- Utilizes multiple and appropriate communication modes

9. HIM Practice

- Understands the HIM profession, healthcare, privacy and informatics
- Understands the HIM practice and the environment in which HIM professionals function
- Has a commitment to lifelong learning and improvement

Score Range:            47-82 = 1 (Little/No Experience)            83-117 = 2 (Basic)            118-152 = 3 (Intermediate)            153-188 = 4 (Expert)

COMMENTS/NOTES:

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