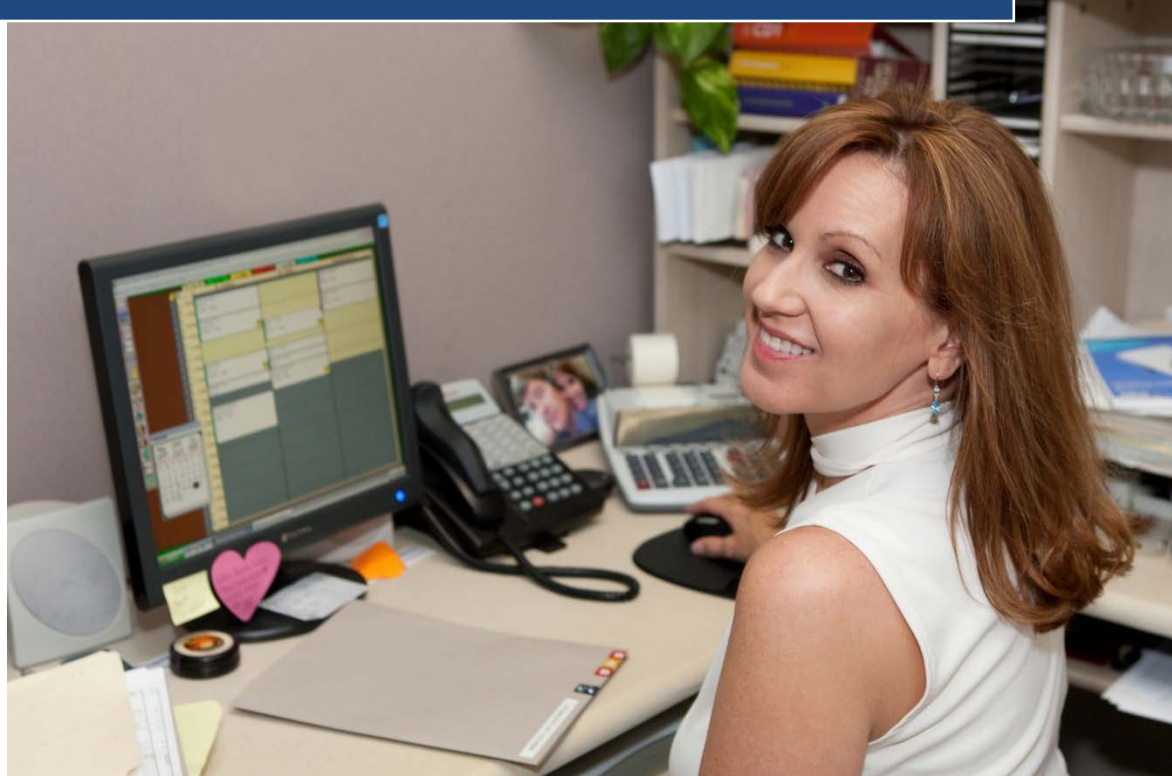




2012 Leadership Handbook for Component Associations



**Association for Healthcare
Documentation Integrity**

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Welcome to Component Leadership

Welcome to your new position, and thank you for volunteering! This is an exciting time for you as well as for the association. We are engaged in a new environment that is challenging and vital to our growth, both personally and professionally. This handbook will provide you with information and resources to make your job easier. Being a component association leader is an important leadership position and we must maintain flexibility. We need to have some framework to operate within, but the goal is for each component to be able to structure itself and function to meet its own particular needs and goals. The Membership Advisory Workgroup (MAW), your District Director, and the AHDI staff are here to provide support, encouragement, and advise as you begin the process of leading the component to a successful year.

Please know that this is information you may need to refer to at different times during the year. It is recommended that you take the opportunity to learn and grow professionally and personally, and that you encourage your board members and component members to become engaged in our profession, our industry, and the issues that face us today and tomorrow.

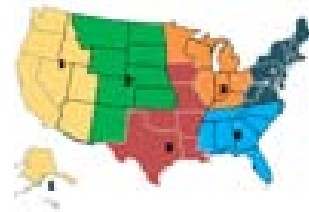
Thank you for volunteering to serve as an AHDI leader and for committing your valuable time.

Quick Links	
Component Management Center	Main page with links to the resource center, best practices, deadlines, and forms.
Services Available from AHDI	Services and benefits available through the national office (e.g., blast emails, data requests, ballots)
Compliance Items	Important documents and resources for all component officers (e.g., policies, timeline, IRS form, universal bylaws)
Suggested Component Timeline	A month-by-month guide for component activities and planning
Component Policies & Procedures	
Universal Bylaws <ul style="list-style-type: none"> • State/Regional/Web-based Associations (.pdf) & Article I (Word doc) • Local Chapters (.pdf) & Article I (Word doc) 	
Model Component Policies & Procedures (Word doc)	Template for components to use when developing their own policies & procedures
File Election Results	Online form to file your component's annual election results
Request a Membership/Prospect List (Word doc)	
AHDI Bylaws	

Your Component Support Network

District Directors

The AHDI District Directors partners with components to provide guidance and support in the management of local chapters and state/regional/web-based associations. They also provide updates to the components' Board and members on national initiatives and the work of the Board. Your District Director can be relied on to help navigate complex business discussions such as mergers, dissolutions, and collaborative agreements with other components.



AHDI Membership Advisory Workgroup

The Membership Advisory Workgroup (MAW) provides support to AHDI's component associations and their leaders. Questions or concerns regarding the details of running a component may be sent to the MAW by contacting Linda Brady, CAE, MAW staff project manager, by email: lbrady@ahdionline.org.

Component Liaisons

Your component liaisons in the AHDI Member Relations department are available to assist you in the business of your state, regional, or web-based association or local chapter. They can help find the right resources you need, answer questions, and provide guidance on navigating the complexities of not-for-profit organizational management. Each liaison covers specific geographic areas, so please review the information below to find your contact. Local chapter officers should contact the liaison assigned to the state or regional association in your area.

Meet Your Component Liaisons

Miranda Chalabi

1-800-982-2182 ext. 2444
mchalabi@ahdionline.org
Modesto, California



Arkansas Association
Great Lakes Regional:

- Michigan
- Ohio
- Indiana
- Kentucky

Illinois Association

Iowa Association

Kansas Association

Louisiana Association

Missouri Association

Mountain States Regional:

- Colorado
- New Mexico
- Wyoming
- Montana

Nebraska Association

Oklahoma Association

Texas Association

Wisconsin/Minnesota Regional:

- Wisconsin
- Minnesota

Corporate & Educational Chapters

- Nuance

Andrew Wolf

1-800-982-2182 ext. 2452
awolf@ahdionline.org
Modesto, California



AHDI West:

- California
- Oregon
- Nevada
- Utah
- Arizona
- Hawaii

Online Association

Washington Association

Danielle Shelton

1-813-321-3914
dshelton@ahdionline.org
Tampa, Florida



Carolinas Regional:

- North Carolina
- South Carolina

Florida Association

Northeast/Mid-Atlantic Regional:

- Connecticut
- Vermont
- Maine
- Massachusetts
- Rhode Island
- New Hampshire
- New York
- New Jersey
- Pennsylvania
- Maryland
- Virginia
- West Virginia

Southeast Regional:

- Tennessee
- Mississippi
- Alabama
- Georgia



About AHDi

AHDi Vision

To direct the evolution and ensure the integrity of healthcare documentation and data capture

AHDi Mission

To promote the integrity of healthcare documentation through development of an educated, prepared workforce in clinical documentation

AHDi Purpose

To set and uphold standards for education and practice in the field of clinical documentation that ensure the highest level of accuracy, privacy, and security for the U.S. healthcare system in order to protect public health, increase patient safety, and improve quality of care for healthcare consumers.

AHDi Goals and Objectives

To provide healthcare documentation professionals the tools to ensure accuracy, privacy, and security that promotes patient safety and quality of care through the following objectives:

1. Participating in the development of healthcare documentation standards to protect consumer privacy and security of medical information.
2. Advocating for legislation and regulations that protect the public's healthcare information.
3. Setting standards of education and practice for healthcare documentation.

AHDI's Strategic Initiatives

Visit the Component Management Center online (links below) for the latest information on AHDI's four strategic initiatives. Included are a wealth of ideas on ways your component can be an active partner and collaborator in helping AHDI work toward achieving the goals established for each area. Each component must participate in at least one strategic initiative annually.

[Credentialing - Blue Print for Component Engagement](#)

Goal: Transition our healthcare documentation workforce to a fully credentialed status

[Education - Blue Print for Component Engagement](#)

Goal: To assist in the transition of the MT workforce to evolving roles through high standards of education and professional credentialing.

[Membership Development - Blue Print for Component Engagement](#)

Goal: Bring together the healthcare documentation workforce as AHDI members to be a unified voice for document integrity, patient safety, and build a collaborative professional community.

[Advocacy & Alliance Outreach - Blue Print for Component Engagement](#)

Goal: Unify stakeholders in healthcare delivery under one united message illustrating the critical nature of the healthcare documentation profession and the impact that the dictation/transcription to include the full narrative patient story has to patient safety, clinical decision making and revenue cycles.

AHDI's Key Programs

There are a variety of mission-critical programs and tools that have been developed by AHDI. Components may access information on these programs to market, promote, and use in your local area.

Education Approval Program

The medical transcription program approval process was created to encourage compliance with [AHDI's Model Curriculum](#), maintain sound educational programming, produce competent entry-level medical transcriptionists, and assure consistency and high-quality outcomes for medical transcription education. The AHDI education program approval is regarded by industry employers as an emerging benchmark for job-ready workforce candidates.

In 2011, the 5th edition of the Model Curriculum was approved by the AHDI National Leadership board. The transition to the new edition will begin in 2012 and be fully implemented by January 2013.

- [Education Program Approval](#)

- [Becoming an MT: Choosing an MT School](#)

Student and New Professional Outreach

Outreach to students and new professionals in healthcare documentation.

- [About MT Flyer](#)
- [Choosing an MT School](#)
- [New Professionals Alliance](#) (available for AHDI members only)

Advocacy Alliance

Members AHDI can participate in the Advocacy Alliance listserv group – designed for anyone who has an interest in advocacy issues and desires to stay abreast of the dialogue. Leaders who are part of the Legislative Leaders Program are members of the Advocacy Alliance listserv by default, but it is open to those who just want to stay connected to advocacy information and/or participate in specific initiatives and events.

- [Legislative Advocacy](#)
- [Committee Job Description: Legislative Liaison](#)

Dictation Best Practices

Promote better dictation practices through a targeted initiative to educate local providers using the Dictation Best Practices Tool Kit.

[A Note from AHDI](#) – A welcome letter from the association.

[How to Use This Tool Kit](#) – The document you are now reading that outlines all elements of the tool kit.

[Rationale Document](#) – The overview document that provides statistical data and legal support for why improved dictation practices will lead to quality documentation outcomes.

[8-Minute Orientation](#) – This document is designed to assist the trainer/educator in conducting a quick training session with new dictators on the fundamentals of best practices as well as facility-specific and/or equipment-specific processes.

[Dictation 101](#) – A handy resource document to prepare the trainer/educator for covering the 4 critical considerations for better dictation habits as well as some practical exercises and scenarios for reinforcing this information.

[Orientation and Training PowerPoint](#) – A quick presentation for use during orientation/training sessions that provide attendees with rationale, tips, and strategies for adopting good dictation

habits. (Note: This can be customized to include facility-specific or equipment-specific training slides.) Also included in this kit are these supplemental handouts:

[Orientation and Training Slides Handout](#) – A handout of all slides used in the presentation.

[Orientation and Training Notes Handout](#) – A set of slide that include space for taking notes.

[Dictation Tip Sheet](#) – A take-away handout for dictating providers and new trainees with quick tips to remember when dictating. This tip sheet can also be posted in designated dictation areas and physician offices to communicate your goals for best practices in dictation. Note: AHDI strongly recommends facilities modify/customize this tip sheet to reflect facility-specific guidelines, equipment specifications, policies, and procedures to ensure that application of these tips best meets the needs of your organization.

[Sample Q Cards for Dictators](#) – We recommend providing quality cards (Q cards) to dictators for quick wallet access when dictating from facility dictate stations or remotely from another access point. This document provides a sample of what such a resource could look like for your organization, with equipment procedures on one side of the foldable 4-panel card and document types and formats on the other side.

[Model Policies & Procedures](#) – The core document of this tool kit, these sample policies and procedures can help guide facilities in establishing sound policies for improved and sustained best practices in dictation. This document includes sample communications for reporting and addressing dictation issues.

[Strategies for MTSOs](#) – A resource document for transcription services owners who, by the nature of their contractual relationship, may or may not have direct access to providers for the purpose of addressing dictation concerns. This document provides tips for how to address this contractually as well as strategies for working with facility contacts and clients to improve dictation practices.

If you have any questions about how to integrate any of these tool kit pieces into your organization or have suggestions and/or feedback for future editions of this kit, please contact AHDI (pubs@ahdionline.org).

Partnership Alliances

Develop alliances and get involved with local and state alliance groups:

- [American Health Information Management Association](#)
- [Medical Group Management Association](#)
- [American Nurses Association](#)
- [Healthcare Information and Management Systems Society](#)

National Events

National Hometown Advocacy Week, May 20-26, 2012

Why We Advocate:

- *To further relationships* with key/influential members of Congress and the Administration
- *To create* a stronger and more meaningful coalition of allies with allied health and IT organizations, patient and consumer advocacy groups
- *To enhance* career development and workforce support
- *To be involved in* possible future rules/regulations around safety, credentialing, and management of data about which workers should be qualified to have access in alignment with more stringent HIPAA requirements

It is our responsibility as documentation professionals and business owners to educate our policy makers; otherwise, regulations will continue to be developed that do not recognize our industry's relevance. The National Hometown [Advocacy](#) Week provides you with an opportunity to speak with key legislative officials and their staff about our industry's critical role in health care.

National Medical Transcriptionist Week, May 20-26, 2012

Established in 1985 by [proclamation from then President Ronald Reagan](#), National Medical Transcriptionist Week is celebrated annually in the third week of May to bring public and industry-wide attention to the role and contribution of medical transcriptionists in healthcare delivery and clinical documentation. MTs around the country embrace this week as an opportunity to show their support of each other, and MT employers, managers, and clients are encouraged to likewise celebrate their medical transcriptionists in the workplace in a unique and special way as well as by participating in national initiatives that promote the profession.

Most AHDI local chapters and state/regional associations plan special events for National MT Week. A poster is created each year that may be downloaded from the [AHDI website](#).

Annual Convention & Exposition (ACE), August 8-11, 2012

Join us for the 34rd [Annual Convention & Exposition](#) (ACE) in Indianapolis, Indiana. Once you've been to ACE, it becomes a critical part of your long-term professional experience and career DNA. You won't want to miss this important opportunity to reconnect with all your peers and continue your own personal evolution towards professional growth and career development. Don't wait until the last minute! Start making plans and reserving resources to join us at ACE 2012. We'll be looking for you!

AHDI Governance

AHDI National Leadership Board

The property, business, and affairs of AHDI are administered by AHDI's volunteer board of directors, subject to the limitations of the Articles of Incorporation, the AHDI Bylaws, and the California Nonprofit Corporations Code. The [National Leadership Board](#) consists of six district directors and up to 7 at-large directors. The board is elected to three-year terms by Individual Professional, Sustaining, Student, and Post-Graduate members. Terms are limited to two consecutive terms. AHDI's Chief Executive Officer is an ex officio and a nonvoting member of the board of directors.

Officers of AHDI's National Leadership Board are elected annually by members of the board. See AHDI's bylaws for complete information regarding powers, duties, privileges, and responsibilities of AHDI's National Leadership Board.

AHDI's National Leadership Board meets quarterly either online or in person. The meetings are open to all association members wishing to observe. When the Board is in executive session, the meeting is closed to all but board and ex officio members. Members wishing to attend a general session of the AHDI National Leadership Board are asked to notify the AHDI office in order to assure seating availability.

AHDI Executive Committee

The officers of the Association comprise the executive committee; they include the president, president-elect, secretary, treasurer, immediate past president, and the chief executive officer, who is an ex officio, nonvoting member. The executive committee conducts the business of the Association that arises between meetings of the National Leadership Board and which requires immediate action.

Component Officer Roles and Responsibilities

President

The president is the chief volunteer officer. The president authenticates all acts, orders, and proceedings of the component association. S/he is ultimately responsible for the conduct of component association business, including but not limited to, printed material in keeping with the AHDI Code of Ethics, the AHDI Bylaws, the component association bylaws, and the component association articles of incorporation (if component association is incorporated). The president shall communicate with the administrative office, the AHDI president, and the AHDI Membership Advisory Workgroup regarding questions of policy.

Duties and Responsibilities:

- Serve as presiding officer at meetings of the board of directors, the executive committee, and the members
- Keep a finger on the pulse of activities of the organization
- Appoint committee chairs with approval of the board
- Ex officio, voting member of committees except the nominating and ethics committees
- Provide “President’s Message” for newsletter, if newsletter is published
- Approve printed materials, e.g., newsletter and public announcements
- Submit an annual report of the board of directors and activities to the members
- Promote leadership development by recognizing and encouraging potential leaders

Before a meeting, the president should:

- Know the component association’s bylaws, policies, and procedures.
- Learn basic parliamentary procedure, review minutes of previous meeting to determine what reports are due and if anything has been postponed to the next meeting.
- Consult with officers and committee chairs for items to include on the agenda.
- Prepare an agenda of business to be transacted.
- Contact program and hospitality chairs to confirm arrangements for facility and speaker prior to the meeting.
- Arrive early and start and end meeting on time.

During the meeting, the president should:

- Verify a quorum (as defined in the bylaws).
- Recognize guests.
- Keep business meeting focused.
- Expedite business by the use of a general consent on routine business.
- Be prepared with facts on “hot” issues.
- Guard against taking a vote too soon, allowing the opportunity for everyone to speak. Make sure that everyone understands the question by repeating the motion before the vote. After the vote, indicate its effect.
- Provide direction and motivation in obtaining goals.
- Encourage member participation.

NOTE: The president facilitates, delegates, motivates, and is the final authority. However, if the president is doing all the work, something is wrong. The president's time should be spent in directing activities, helping members develop accountability, responsibility, and pride in professional achievement.

Each component association should strive to send its president, president-elect and/or vice president to the [AHDI Annual Convention & Exposition](#). While representing the component association at the leadership activities, these officers receive many helpful suggestions and valuable support by networking with other association leaders from across the country.

President-Elect or Vice President

The president-elect prepares to assume the presidency the following term. The president-elect (or vice president) in the absence of the president, performs all duties of the president and in so acting has all the powers and responsibilities of the president. The president-elect (or vice president) assists the president and performs such other duties as prescribed.

Duties and Responsibilities

- Preside in the absence of the president
- Perform such other duties as may be prescribed by the board of directors
- Prepare to assume the leadership of the component association

Secretary

The individual elected to this position keeps a full and complete record of the proceedings of board meetings and all other official proceedings, including general membership meetings. The secretary is also responsible for all written correspondence of the component association (upon content approval by the president).

Duties and Responsibilities

- Maintain official minutes of all meetings, including general membership, board of directors, and executive committee
- Minutes for the board meetings and executive sessions should be distributed prior to the next meeting, and corrections are sent to the secretary and final copy distributed at the next meeting
- Distribute approved copies of the minutes to board members, and to the AHDI office
- Perform such other duties as may be prescribed by the board of directors
- Write letters of appreciation to guest speakers
- Prepare written correspondence of the component association (upon content approval by the president)
- Perform such other duties as may be prescribed by board of directors

Treasurer

The treasurer is the chief financial officer of the component association. The treasurer receives and safely keeps all funds of the component association, and deposits and disperses funds as designated by the board of directors.

Duties and Responsibilities

- Maintain financial records of all funds
- Maintain checking and other bank accounts as designated by the board of directors
- Co-sign checks with president or other designated officer. Does not sign blank checks
- Provide an up-to-date report at each general membership meeting and at each meeting of the board of directors, which shall be made a part of the official minutes
- Provide access to financial records for annual audit or upon the direction of the president or board
- Authorize expenditures within the guidelines of the bylaws and policies of the component association
- Chair finance council, if component association has one
- Serve on ways and means (or activities) committee (optional)
- Performs such other duties as may be prescribed by the board of directors
- Participate in budget planning

Immediate Past-President

The immediate past president serves on the board of directors the year immediately following the term as president to assist with the responsibilities and duties of the board and to serve as a resource for the president and president-elect/vice president.

Duties and Responsibilities

- As assigned by board of directors

NOTE: The immediate past president provides valuable experience to the board, establishes continuity, and is one of its most important resources in identifying and encouraging potential leaders.

Component Business Management & Documentation

Installation of Officers

Many component associations perform an annual installation ceremony for newly elected officers. While this is not required, it does provide an opportunity for the pledge of commitment in those elected and in all who attend. Check out our [Sample Installation Script](#).

Meeting Agendas

The agenda specifies the items and order of business to be handled. It is the responsibility of the president to prepare the agenda. The agenda should be distributed in advance so the members may be prepared.

An agenda may vary in format but generally follows a basic outline.

- Call to order
- Approval of agenda
- Reading and approval of minutes
- Officers' reports (treasurer, etc.)
- Committee reports
- Special orders (elections, appointments, etc.)
- New business
- Announcements
- Other
- Adjournment

Items for the agenda may be determined by checking the previous minutes and consulting the secretary. Members may submit agenda items according to an established policy.

Minutes (See [Sample Minutes](#) in Sample Forms section)

Minutes record the proceedings of a meeting and are concise documentation of matters discussed and action taken. Minutes should report what was done at the meeting, not what was said—they are not verbatim transcripts. Statements should not be a part of the minutes. The exception to this occurs when an individual states, "Let the record show..." In this case, the record should be verbatim. This should be used only on the rare occasion when an individual wishes a strong point or objection to be included as part of the legal record.

Minutes are legal documents and may therefore be subpoenaed by attorneys if the need arises. They should therefore be objective; for example, they should not make reference to a "heated" discussion or "lengthy" debate. They should be brief and should reflect a totally factual record of a meeting, with no editorial comment by or opinion of the secretary or other recorder.

Information to be included in minutes

- Full name of the organization (not just initials) city, and state
- Type of meeting: board, annual, regular, etc.
- Place, date, and hour
- Presiding officer
- Names of those present and those who are required to be present but who are absent, excused or otherwise
- Motions made and voted on, outcome of vote (carried, defeated)
- Special elections

- Date of next meeting
- Time of adjournment

Distributing the minutes of general meetings and/or annual meeting

The secretary submits the draft minutes to the president (or other presiding officer) for an accuracy check and for completeness. They are then distributed to all board members. A copy of the approved minutes should be emailed to AHDI: components@ahdionline.org.

Approval of minutes

The draft minutes must be distributed prior to the next meeting for approval or correction. If there are corrections, the minutes are then approved "as corrected." A motion is not necessary to approve the minutes. Approval can be accomplished by the president asking "are there any corrections or additions to the minutes as submitted" then hesitating for a few moments allowing members to speak up, when no one has done so, state "then the minutes stand approved as submitted." This process can also be followed when there are corrections made to the minutes. The president would then ask "are there any additional corrections or additions to the minutes" then hesitating to allow members to speak up, when no one has done so, state "then the minutes stand approved as amended."

Retention of the minutes

Minutes are the history of the component association and should be kept neat and in an orderly fashion either in print or electronically. These documents provide a valuable source of reference for the component association and should also contain a copy of the bylaws and policies and procedures.

Members' review of minutes

Minutes of regular meetings are available for members' review upon request. Arrangements for review should be made with the secretary. Minutes of executive sessions are always confidential and are to be kept in a separate file. They are not available to review by members other than the board.

Financial Management

Finances

One of the most important aspects of component associations is its finances. It is essential that members of the Board of Directors recognize the business and legal aspects of the component association and avail themselves of materials and programs that will not only enhance their leadership skills but also will ensure the financial stability of their component association.

Not-for-Profit Corporation

AHDI is a 501(c)(6) corporation that was incorporated in the State of California in 1978. It is governed by the California Corporations Code. As a 501 (c)(6) corporation AHDI is a not-for-profit entity that is income tax exempt (except for unrelated business income tax [UBIT]).

The 501(c)(6) corporation differs from other not-for-profit associations designated as a charitable organization. Therefore, money can be accumulated by the corporation so long as the money is used to promote and uphold the objectives and purposes of its articles of incorporation and bylaws.

Who to Involve in Component Association Finances

- An Accountant: AHDI recommends that every component association have an accountant who is knowledgeable about associations and 501(c)(6) corporations. Not all accountants specialize in this type of accounting, so interview individuals just as you would any business contractor.
- Component Association Treasurer: AHDI recommends that individuals who run for the office of treasurer review the [job description](#). S/he must have a clear understanding of the responsibility of the office.
- Component Association Board of Directors: The board of directors has a fiduciary responsibility to the members of its component association. In essence, this means they are entrusted with the component association's money and legal matters and may be held accountable for their activities and decisions. Members of boards may be sued in courts of law for mismanagement or neglect of upholding their fiduciary responsibility.
- A Banker: AHDI recommends that the component association treasurer and president set aside time to meet a bank officer and review what type of account(s) the association has and what options are available.

Guidelines regarding expenditures should be addressed in the component association policies and procedures. These policies and procedures should be reviewed annually.

Annual Reporting

An annual financial report must be given by the treasurer to the general membership at the annual business meeting. It should also be distributed to the members or published in the newsletter and a copy sent to AHDI via email: components@ahdionline.org.

Recordkeeping

Accurate recordkeeping is essential to the integrity of your component association. The treasurer is responsible for recording all deposits and debits. Each deposit is broken down by category, e.g., membership, symposium, etc. Each check that is written must be authorized by the treasurer and approved by the president. Checks should be signed by the treasurer and one other officer. Blank checks should never be signed. Receipts must accompany a request for reimbursement.

Federal Income Tax Exemption

AHDI recommends that the component associations consult their accountant of record for advice and assistance on all tax matters. AHDI is a 501(c)(6) corporation, recognized by the Internal Revenue Service (IRS) as a tax-exempt corporation.

Under section 501(c), the IRS established a procedure under which recognition of exemption from federal income tax may be obtained on a group basis for subordinate organizations (e.g., AHDI local, state, and regional component associations) affiliated with and under the general supervision or control of a central organization (e.g., AHDI).

The IRS requires that an annual report be filed by AHDI with regard to its tax-exempt status. At the time the report is filed, it permits component associations that are not included in the exempt status to apply for group-exempt status.

All component associations should consult an accountant to determine tax-filing obligations of the past as well as current and future, whether or not they choose to be included in group tax exemption.

Form 990 is an information return and does not calculate tax. Upon receipt of Form 990 or any other request to file from the IRS, it must be filed with the IRS by the deadline they impose, which is the 15th day of the fifth month after the end of your fiscal year. For tax years beginning in 2008, an organization may choose to file Form 990-EZ (Short Form Return of Organization Exempt From Income Tax) instead of Form 990 if the following applies:

May file 990-EZ for:	If gross receipts are:	And if assets are:
2008	< \$1 million	< \$2.5 million
2009	< \$500,000	< \$1.25 million
2010 and later	< \$200,000	< \$500,000

Form 990-N If an organization is exempt from filing an annual information return because it is a foreign organization, black lung benefit trust, or because it has gross receipts of \$25,000 or less, it must electronically file Form 990-N [Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required To File Form 990 or 990-EZ] unless it voluntarily files Form 990, 990-EZ, or 990-BL.

The group exemption does not relieve a component association from the obligation to file returns. The group exemption only relieves a component of going through the exemption filing process.

Note: The tax-exempt status (federal or state) relates only to income tax. It DOES NOT apply to sales tax. AHDI and its component associations are required to pay applicable sales tax on all purchases except those purchased for resale. Consult with the component accountant for clarification as necessary.

NOTE: All IRS publications and forms are available by calling toll-free 1-800-TAX-Form (1-800-829-3676), or at the IRS website, <http://www.irs.gov>.

State Income Tax Exemption

State tax-exempt status must also be addressed. In order to qualify for state tax exempt status, it is necessary for each component association to make its own application under the laws and procedures of the state in which the component association exists. *Federal group tax exemption status does not establish state tax status.* AHDI advises that you consult an accountant to determine federal and state tax filing obligations and procedures.

After Component Exemption

Once the state, region, or chapter has been confirmed tax exempt, AHDI will provide a four-digit number that should be used with the employer ID number, when appropriate.

Each year the IRS sends AHDI a complete listing of tax-exempt component associations, with the names and addresses of the component associations' previous year's president. The IRS requires an updated listing and revisions be provided by a deadline established by the IRS. Upon receipt of the IRS notice, AHDI sends a request for current information to all component association presidents, who must verify or change the information and return it to AHDI by the designated deadline.

Unrelated Business Income Tax

Tax exempt status applies only to exempt function income. Net income from certain business activities may still be subject to tax referred to as Unrelated Business Incomes Tax (UBIT). Unrelated business income is defined as an activity that is a trade or business, regularly carried on for the production of income through the sale of goods or provision of services, which is not substantially related to the exempt purpose of the organization. This includes such things as commercial newsletter advertising, sale of some logo items, and credit card solicitations. Federal income tax may be due if gross receipts from unrelated business income exceed \$1,000. The form for reporting unrelated business income is *Form 990-T*. The deadline for filing *Form 990-T* is the 15th day of the 5th month after the end of your fiscal year. Questions about whether or not revenue is unrelated business income should be directed to an accountant who is familiar with the activities of the component association. S/he can advise of certain expenses that can be applied against the unrelated business income and may reduce or eliminate taxes owed.

Bank Accounts

A component association may open a bank account after completing the requirements outlined in the Component Association In Formation Guidelines. A federal tax ID number is required. For information regarding a state tax ID number, contact the state treasury department or an accountant.

Select a bank that is easily accessible. To avoid changing banks with each new board, consider banks that have multiple branch offices rather than a one-of-a-kind institution. Because several types of bank accounts are available, it will be necessary to consider what will best serve the needs of the component association when selecting an account. The signature card should contain at least four signatures, with two signatures required to validate a check. A suggestion for check signatures is the treasurer, president, president-elect or vice president, and secretary. The treasurer should always be one of the two officers who sign checks. As new boards take office on January 1 of each year, the signatures on the accounts should be reviewed and changed as appropriate.

Consider the mailing address of the bank statements. Some component associations have selected a centrally located post office box as an alternative to changing addresses each year. If a post office box suits the needs of the component association, remember to collect keys from board members as they leave office. If the treasurer's or other member's address is used to receive bank statements, remember to notify the bank each time there is a change.

All accounts held by the component association should be balanced monthly by someone other than the individual who prepares the checks or handles the cash receipts. The results should then be reported to the board.

Authority for Incurring Expenses

The board of directors shall establish guidelines for spending of money. Only those designated members may incur expenses for reimbursement. All bills or expenses should be reviewed by the treasurer, who in turn passes them on to the president for final approval. An expense voucher should be presented with the bill to the treasurer for a complete record. The board may set a specific time frame (e.g., 60 days, 90 days) for requesting reimbursement after expenses are incurred. The board may set a maximum amount that it may spend without authorization of the membership.

Financial Accounting and Responsibility

If the treasurer chooses to keep the component association's financial records on computer, AHDl advises that backup copies of all reports be stored at a separate location. This protects the association's records from loss or theft and diminishes the potential for tedious restoration of records.

The component association treasurer is the appropriate individual to maintain and keep the checkbook. In order to protect the individuals who are authorized to withdraw funds and to protect the component association, certain procedures should be followed:

- a. Two signatures should be required to withdraw funds
- b. All checks should be written in numeric order
- c. No blank checks will be signed by either party
- d. Cash transactions should be avoided by depositing any money that is received into the account, then issuing checks as appropriate

In addition to the checkbook, the treasurer is responsible for keeping a general ledger. The general ledger lists your accounts and categorizes your expenditures into those accounts.

A cash receipts journal is necessary to monitor all cash activities. When cash is collected for any activity, there must be a method to cross check the cash with a receipt. For example: Jane Doe has 10 tickets and will sell them for \$10 each. Therefore, if Jane Doe turns in \$100, there are 10 ticket stubs that match the amount of cash received. If she sells eight tickets, she returns \$80, and so on.

The component association treasurer is responsible for the preparation of regular financial statements that includes a summary of all income and expense as well as information from individual line items. This information should be distributed to the board of directors and made a part of the component association's permanent records. It is permissible to share this kind of information in the component association's newsletter, if it is desired. A copy should also be sent to the AHDI office.

Other helpful reports may include cash flow statements and budget comparisons and projections. These reports may be generated on a less frequent basis, such as quarterly or bimonthly. This information should be distributed to the board of directors and made a part of the component association's permanent records. A copy should also be sent to the AHDI office, and the current AHDI president.

Policies and procedures of the component association should clearly define how reimbursement of money is allowed. Reimbursement may be provided for automobile mileage (*IRS Publication 917—Business Use of a Car), allowable business expenses (*IRS Publication 535—Business Expenses), registrations, applications, receipts, requests for reimbursement, etc., that are approved by the board.

Policies and procedures of the component association should clearly define how disbursement of funds is done. Disbursement of funds includes all payables, or bills, owed by the component association. In order to protect the individuals who are authorized to withdraw money from the component association's accounts, consider a policy that provides approval of all disbursements by someone other than the individual who prepares the checks. Original invoices should be used when paying bills in order to avoid the possibility of paying a bill twice.

Accordingly, a policy should reflect authorized purchasing practices. It is not unusual to have a policy that allows expenditures within a certain limit to be authorized by the president without board approval. This type of policy facilitates regular and timely transactions. If purchase of items for the association occurs, such as modules, video presentations, audiovisual equipment, references, etc., an inventory record should be kept, and an inventory audit should be done on a regularly scheduled basis.

AHDI recommends that an annual financial audit be done. An audit protects the component association's board of directors. Audits should be performed annually and upon resignation of

any individual who has the authority to withdraw funds or authorize expenditures. A Reviewed Financial Statement might be a more cost effective solution for smaller organization than a full audit. A CPA firm would be able to provide an estimate for either.

An internal audit may be done by at least two members who are not authorized to withdraw funds. When the audit is complete, the members who do the audit should provide a written report of their findings for the board of directors as well as for the permanent record of the component association.

An external audit may be done by the component's accountant of record.

Any audit should be reviewed by the board, and the minutes should reflect a motion to accept the audit.

An annual financial report should be provided to all members of the component association. A copy of the annual financial report should also be sent to the AHDI office, the current AHDI president, and the District Director.

Budgeting

A budget serves as a guide for the Board of Directors to identify financial strengths and weaknesses and assists in identifying areas that will need specific attention. It creates financial goals for both income and expense. Included in it should be the current year's costs with a projected percentage increase, allowing for inflation for activities that will continue and project income and expenses for newly-planned programs.

The board should hold an annual planning meeting to develop a budget and lay groundwork for the coming year. It is advisable to have input from committee chairs when preparing the budget. The planning process should include:

- An evaluation of the component's resources, both existing and potential.
- An evaluation of environmental forces that affect the component's funding.
- A review of existing programs; are they cost-effective and do they continue to serve members' needs.

If the board of directors is of considerable size, it is acceptable for the executive board to draft a budget and present it to the full board for final discussion and approval. The minutes should reflect a motion to accept the budget.

Income for the coming year can be projected by identifying revenue sources. Income centers may include:

- a. Advertising
- b. Contributions
- c. Membership dues
- d. Educational programs
- e. Fundraising items

Expenses for the coming year can be estimated by identifying possible expenditures. Expense centers may include:

- a. Educational materials
- b. Membership recruiting and retention
- c. Fundraising items
- d. Equipment (computer, A/V equipment, software, etc.)
- e. Meeting expenses (room rental, A/V equipment, catering, etc.)
- f. Office supplies
- g. Postage
- h. Printing
- i. Professional services

Income and expenses need to balance one another so it may be necessary to adjust plans in order to accomplish this.

Example of Proposed Budget

	<u>2012 Proposed Income</u>	<u>2011 Actual Income</u>
Membership dues	\$400	\$350
Fundraising activities	\$200	\$150
Symposium	\$600	\$500
Other (Ads, etc.)	<u>\$200</u>	<u>\$150</u>
Total	\$1400	\$1150
	<u>2012 Proposed Expenses</u>	<u>2011 Actual Expenses</u>
National convention		
Expense (Pres/PE)	\$500	\$400
Newsletter	\$300	\$250
Postage	\$200	\$150
Awards and speaker gifts	\$100	\$75
Miscellaneous (film, flowers, etc.)	<u>\$100</u>	<u>\$75</u>
Total	\$1200	\$950
Net Income (Loss)	\$200	\$200

Upon final board approval, the committee chairs should be informed of budget expectations. Periodic budget review provides an opportunity to track how well the component association is performing financially. Adjustments or budget revisions are to be expected and may be made as necessary.

Dealing with Finance Problems

Occasionally problems arise in the area of component association finances. If the chapter or state/regional/web-based association encounters such a problem, AHDI advises that the AHDI

Chief Executive Officer, President, or District Director be contacted for assistance. If the matter requires legal advice, consult the component association's attorney of record. It is important to keep in mind that money-related problems are of a sensitive nature and are dealt with confidentially.

When a problem is brought to a leader's attention, it is important to take the matter under advisement in order to gain more insight into the problem and seek advice as necessary and appropriate. Accusations and threats are not appropriate and are potentially libelous. Every attempt should be made to amicably resolve problems from alleged misunderstandings or indiscretions related to monetary matters.

Component Association Insurance

AHDI recommends that the board of directors consult a reputable commercial insurance broker who is knowledgeable about associations. Careful consideration should be given to all proposals and contracts arising from selection of specific insurance coverage and should be reviewed by the association's attorney of record.

Currently, all component associations are included on AHDI's general liability insurance policy and will be invoiced annually for their portion of the premium. For more information on the policy coverage and current premiums, contact the AHDI office at components@ahdionline.org. A variety of insurance options are available to associations. Directors and officers (D&O) insurance is liability coverage intended to assist with legal fees in the case of legal action taken against directors and officers.

Committee Management

Committee Formation

Upon assuming the office of president, appointment of committee chairs are made, with approval of the board. Board approval should take place before chairs are contacted.

The president and committee chair then confer to fill all other positions on the committee. No appointment should be made to any committee without the approval of the president. The chair and president should confer on potential committee members before those individuals are contacted. A vice chair is an ideal training opportunity for future chairs and may be used as such.

A roster of the committees and their chairs, with mailing and email addresses, phone and fax numbers, should be maintained by the secretary and should be distributed to the members, e.g., in the newsletter. A roster of all committee chairs should be sent to the AHDI office.

Conducting a Committee Meeting

First meeting

- Know the purpose of the committee and inform members of the purpose
- Set goals for the year, long term, (six months or more) and short term (one to six months)
- Analyze each project or activity, determine the action needed, and assign committee members to specific duties
- Set a target date for completion of each step of project or activity
- Schedule follow up meetings and outline reporting procedure (to whom and when)

Subsequent meetings

- Contact each committee member prior to the meeting
- If a committee member is unable to attend, obtain an oral or written report on assignment
- Assess progress of assigned tasks and evaluate goal status
- If necessary, set a new target date and follow-up meeting

Tips

- Appoint a sufficient number of committee members to do the job but not so many as to impede progress
- Distribute work as evenly as possible
- Encourage input from all committee members. Listen to their ideas, and try as many as possible
- Follow up on all activities

NOTE: In some instances, component association committees are unable to meet in person and work is directed and reported by email, webinar, telephone, fax, or mail.

Bylaws Committee

The Bylaws Committee is responsible for drafting bylaws and amendments in conformance with the AHDI bylaws. *Model bylaws are available on the AHDI website for [local chapters](#) and [state/regional/web-based associations](#). Article 1 must be completed and returned to [AHDI](#).*

Duties and Responsibilities

- Reviews and updates the bylaws annually
- After proposed bylaws or amendments have been adopted by the component association's board of directors, submit them to the AHDI Bylaws/Resolutions Committee
- Following acceptance by the AHDI Board of Directors, the bylaws or amendments are submitted to the components' Individual Professional members for ratification or rejection. Copies of ratified bylaws and amendments are then ready to be distributed to all component members and the AHDI office.

Membership Committee

The membership committee actively seeks new members, plans and executes membership drives, and encourages attendance at meetings.

Duties and Responsibilities:

- Know AHDI and component association membership guidelines, i.e., types of membership, qualifications, privileges, dues, etc.
- Plan and oversee a year-round membership development program
- Maintain a current membership roster, include email addresses
- Furnish membership roster to AHDI with email addresses
- Utilize quarterly updated roster that is furnished to the component association president
- Plan membership attendance incentive activities, with the approval of the board of directors
- Promote attendance at all meetings
- Verify AHDI membership
- Provide membership application forms at all functions
- Make sure that new or prospective members are welcomed and receive membership materials
- Promptly respond to all requests for membership information
- Provide new members with welcome packets. Packets may include a copy of the most recent newsletter, an application for AHDI membership with a note to give it to a prospective member, directory (if applicable), and a letter of welcome from either the president or the membership committee chair; include a form to indicate their committee preference in 1, 2, 3, order is helpful in assessing interest and securing early involvement in activities.

Nominating Committee & Component Elections

The nominating committee solicits candidates for offices and prepares a slate of candidates for election. All elections must be completed by November 15, and officers take office on January 1 following elections.

The nominating committee must be appointed as stated in the approved bylaws. Members of the nominating committee can be candidates for election, if they are eligible. The president cannot serve, even in an ex officio capacity, on the nominating committee.

Duties and Responsibilities:

- Seeks qualified, interested candidates for offices and other elected positions. All voting members should be notified and given the opportunity to nominate candidates. An article in the newsletter and/or a letter from the nominating committee to voting members would provide this opportunity.
- Determines eligibility of candidates in accordance with approved bylaws
 - Local chapter candidates must be AHDI Individual Professional, Associate, Student, Post Graduate, or Sustaining members in good standing
 - State, regional, and web-based association candidates must be AHDI Individual Professional, Post Graduate, or Sustaining members in good standing. Student members may hold an office after having been an AHDI member for one year.
- Contacts individuals who have been nominated to confirm their willingness to accept the nomination

NOTE: A mail, online, or email vote is held as stated in the bylaws. This provides an opportunity for all members to vote.

- AHDI Individual Professional, Student, Post-Graduate, and Sustaining members are eligible to vote within *state, regional, and web-based associations*
- AHDI Individual Professional, Associate, Student, Post-Graduate, and Sustaining members are eligible to vote within *local chapters*
- Include a nominating form in the newsletter and/or mail one to each member
- Ballots must provide a space for write-in candidates
- Ballots are returned to election tellers, not the nominating committee
- Election tellers must not be candidates and may be members in other categories, or nonmembers
- Tellers report election results to the president only
- All candidates should be notified of the election results by the president immediately following being informed of the election results

Election Tellers (see [Sample Ballot](#) in Models & Samples section)

Election tellers receive and count ballots, and report the results to the president. Tellers are appointed by the president unless stated otherwise in the policies and procedures.

Duties and Responsibilities:

- Receive ballots and keep them unopened until designated time
- Verify validity of ballot by checking AHDI membership number on outside of ballot against roster of valid AHDI membership numbers
- If ballot is invalid, do not count it
- Jointly open and count all valid ballots
- Report election results to the president

NOTE: "Election results" means total votes cast and the names of winning candidates. The number of votes cast is reported only to the president, NOT to the candidates, the board of directors, or anyone else.

After notifying candidates of election results, the president informs the board of directors. Election results can then be announced to the members. An announcement should be made at the next meeting and election results included in the minutes. An announcement should be placed in the next issue of the component's newsletter. Provide the results of the election to the public relations committee for a press release. Destruction of ballots should be done according to the component's policy.

Notification of election results must be sent to the AHDI office as soon as possible to assist in the preparation of the component association directory. Installation ceremonies may be scheduled.

Program Committee

The program committee arranges the educational activities of the component association. Committee should be aware of the AHDI Credentialing Guidelines and meet as many of those topic requirements as possible. Such activities shall be approved by the board of directors.

Duties and responsibilities

- Plan and confirm arrangements for meeting sites, including audio-visual needs
- Secure speakers and confirm engagement (See [sample letter](#) in Forms section)
- Obtain speaker's biography sketch and a title for the presentation—send a copy of these to the chair of the continuing education committee as a resource in preparing an application for approval by AHDI of continuing education credits
- Ask the speaker for a short introductory paragraph
- Coordinate with continuing education, publicity, hospitality, and other committees to assist them in performing their related functions
- Know the AHDI Recertification criteria for creditworthy and non-creditworthy presentations

Continuing Education Committee

The continuing education committee monitors the education activities of the component association to assure creditworthy activities and seeks AHDI prior approval of all programs for

continuing education credit. The committee maintains records to verify attendance and provides attendance certificates for each program to attendees.

Duties and Responsibilities:

- Apply to AHDI for continuing education credit approval
 - [CE Approval Request eForm](#)
- Verify attendance at each meeting; this is best accomplished with the use of a sign-in sheet or registration book, and be sure to provide a space for the certification number
- Prepare the CEC proof of attendance
- Work closely with the program committee to assure topics and speakers will be creditworthy in the categories identified in the AHDI Recertification Guidelines
 - [CEC Requirements Table](#)
 - [AHDI Recredentialing Resource Guide](#)

Ways and Means/Fundraising Committee

The ways and means committee plans and executes programs and activities to raise money for the component association. The treasurer should be a member of the committee.

Duties and Responsibilities:

- Plans activities to raise money, with the approval of the board
- Maintains accurate records of expenses and profits of all projects

Note: It is important that component associations have enough money in their treasuries to function and provide products and services such as newsletters, membership directories, special guest speakers, logo items, etc. However, it is imperative that component associations not place their entire focus on raising revenue. The focus of all component associations must remain consistent with the AHDI's mission.

The IRS requires that dues notices and all requests for donations and contributions include the following statement:

“Contributions or gifts to component associations are not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.”

The IRS also requires that taxes on unrelated business income (UBIT: unrelated business income tax) be paid on fundraising items that are not in keeping with the association's mission; i.e., advertising, bake sales, recipe books, etc.

Component Communication

Newsletters

A component newsletter is one of the most effective ways to communicate with members. It provides an opportunity to recognize the achievements of members. A newsletter also serves as a public relations tool. Whether starting from scratch or wanting to make some changes to a current newsletter, there are some simple steps that ensure that the newsletter is the best it can be. Your component newsletter can be mailed or delivered via email and posted online.

Find an editor

While the president of the component is ultimately responsible for the newsletter, the newsletter editor is the person who brings the information together and compiles it in an orderly fashion. The editor sets the tone for the newsletter and decides on style and content. An editor must also be willing to modify articles for space consideration or appropriateness, secure advertising, and oversee the distribution of the newsletter, including arrangements for printing and circulation. The editor may rely on a committee to help with these tasks, but the ultimate responsibility is hers/his.

In looking for an editor, keep in mind that s/he must have the time and the ability to follow through. It helps if an editor is creative and likes to write, but it is imperative that they have strong grammar skills. An editor may choose to have a proofreader on their committee as well. The president must approve all printed material prior to distribution.

Determine frequency and circulation

Once an editor has been identified, it is necessary to determine the frequency of the newsletter distribution, as well as the circulation base. Newsletters can go out monthly, bimonthly, quarterly, etc. Consider sending them bimonthly to members, and then twice a year, include a copy to potential members in the area. Someone (the editor or person in charge of circulation) will need to maintain the database of addresses for mailings or emails. Lists are available directly from AHDI.

Choose a name

Naming the newsletter is completely optional. Come up with something clever, or go with something simple. Involve members in the decision by having a contest where members submit suggestions and a panel chooses a winner – or the panel narrows them down to a list to be voted on by the members. Offer a prize to the winner, such as free registration to a symposium, a gift certificate, etc.

Masthead & Font

The masthead is the “title” portion of the newsletter. It is typically the top portion of the cover page or email where the name of your newsletter, component name, date, and edition are

listed. It can be in color or black-and-white, depending on how it will be printed or if it is being emailed.

Choose a font that is easy to read, and be consistent. Avoid the use of many different fonts. Select one or two fonts and use them throughout the entire newsletter. Use one font for titles, for example, and another for the text of the articles.

Content

The template of your newsletter will include general layout, masthead, font settings, and some business content. Business content should include the name and contact information for the editor, submission and deadline details, advertising prices, subscription information, and newsletter staff acknowledgements. A disclaimer should be included such as, "The opinions reflected in this publication are those of the authors and may not reflect the position of AHDI or this component." A copyright statement which says that articles may be reprinted with written permission of the editor (or author) may be included.

Other content

Some ideas for newsletter content include:

President's Message

This is an opportunity for the president to update members on the happenings of the component, or to share some inspirational words of wisdom. The President's Message should be upbeat and positive.

Columns

If you have an expert in your membership, approach them about writing a regular column in the newsletter. This can be anything from a student's perspective, an educator's viewpoint, advocacy update, a technology update from a technically-savvy member, or even a column dedicated to new drugs or terms.

Articles

Members should be encouraged to submit content-worthy articles to the editor. The editor will decide if the article fits the tone of the newsletter, and may or may not make changes before publication. Professionals from the industry may also be approached about writing articles.

Calendar of Events

It is important to provide members with a list of upcoming events such as meetings, symposia, and "dates to remember." For meetings in the near future include directions to the meeting and any available information about the speaker(s). Registration forms for symposia are also a great addition.

Advertisements

There are a number of companies who cater to the MT population and who may be willing to advertise in the newsletter, such as book publishers, the companies who sell transcription equipment or office supplies, employers, etc. You can also set up a “help wanted” or “classifieds” column in your newsletter and either charge a small fee or make it a benefit of membership to post there.

Miscellaneous

Other ideas for content include the names and contact info of component leaders, updates from AHDI, committee reports, puzzles, inspirational quotes, humor, helpful hints, and ways to recognize members such as new CMTs, RMTs, new members, a membership spotlight, etc. Be cognizant of copyright laws. Articles in print usually cannot be reprinted without permission. This is true of cartoons as well. Always give credit where credit is due. Don't publish materials if the source is unknown.

Distribution

If you choose to print and mail your component's newsletter, shopping around for printing services is highly recommended. Many printing services offer stapling and folding for an additional fee, which can save valuable time. Some printers will allow the newsletter to be transferred electronically, along with your mailing list. They will then print it, fold it, label it, and mail it using their bulk mail permit. In some cases an account with the print shop may be required and deposit of funds into the account to cover expenses. Request more copies than there are labels. Send a copy with a bill to each advertiser. Have extras on hand at meetings for first-time attendees and new members. Send a copy to the AHDI office. Keeping a binder of all of your component's newsletters tracks the history of your component.

If sending through the mail, take a final copy to the post office and have it weighed so proper postage can be purchased. Mailing newsletters flat will cost slightly more because of the irregular shape. If consistently sending out more than 200 copies each time, consider looking into purchasing a bulk mail permit from the post office. In some cases a class on using the bulk mail permit may be required as it can involve sorting out the mail by zip code and organizing it in bundles.

AHDI Hall of Fame

AHDI is pleased to continue the **AHDI Hall of Fame**. As part of an overarching goal to highlight and recognize AHDI members at all levels of the association who are impacting our mission, goals, and objectives, AHDI awards Hall of Fame status up to 12 members each year. These 12 HOF winners are announced at the AHDI Annual Convention & Exposition and featured in association publications and on our website throughout the next year. **From those 12 HOF winners, the AHDI Member of the Year will be selected by the national awards committee and announced at ACE.**

The Hall of Fame winners will be selected from:

1. Local, state/regional, and institutional **Member of the Year** winners whose names are formally submitted by a component to AHDI for consideration.
2. Nominations submitted by AHDI national committee/task force chairpersons on behalf of AHDI members at large whose association work has taken place outside of a component on a national level.

How can my component participate?

AHDI is asking your component to institute an annual Member of the Year award to recognize the impact and efforts of a member in your component. It is the local, state/regional, and institutional leaders who can best assess the work and success of AHDI members at the grassroots levels of association life. The winner you choose for your component award should then be submitted to **AHDI for Hall of Fame and Member of the Year** consideration.

What are the requirements?

Your winner/nominee must be an individual professional member of AHDI at the national level with a minimum of 3 years' consecutive membership history. AHDI is looking for nominees:

- Who have demonstrated a consistent commitment to the association and its objectives
- For whom the nomination year represents a period of unique, high-impact contribution to the association in some way

How do we submit a winner and what is the deadline for submission?

Local, state/regional, and institutional nominees should be submitted to the AHDI national office (deadline to be published annually).

We frequently hear leaders and members say that AHDI is doing such great things for the industry but we often don't hear about all the big and small ways that individual members are helping to make that happen. We hope that the **Hall of Fame** program will help to bring those efforts to the forefront so that individuals can be seen and recognized for the contributions they are making to the industry and the association.

As a component leader, you can directly impact that goal by making sure your component participates in this program annually. In addition to creating a valuable recognition program at

your local, state/regional, or institutional level, you can help create enthusiasm and momentum toward national recognition and future leadership.

Component Association Policies & Procedures

The following policies and procedures have been adapted for use by component associations from those that have been approved by AHDI's National Leadership Board.

Component associations need policies to:

- Create understanding.
- Provide consistency in decision-making.
- Safeguard the component.

Policies and procedures are the *what, who, where, and how* of association business. The board of directors determines *what* the component is going to do, and the procedure is crafted to support the policy by instructing *who, where, and how* the *what* will be done.

Unlike bylaws, policies may be created or changed by the board at any time and do not require that members ratify them. Policies cannot be in conflict with the bylaws; if they are, bylaws supersede policies.

The policies should be reviewed annually, either by the board or by a policies and procedures task force that reviews the policies and make recommendations to the board. AHDI recommends that the component's attorney of record review them annually as well.

Committees, task forces, councils, etc., do not establish policies. However, they may make policy recommendations to the board of directors. In fact, it is important for working groups to have policies and procedures.

The secretary is often the individual who maintains and updates policies as directed, or there may be a Policies and Procedures Committee in which case the chair of the committee would maintain and update the policies. A loose-leaf binder is suggested for hard copy maintenance. Electronic storage should include a back-up. Each policy and procedure should have an appropriate code and number and should reflect the origination and revision dates. There should be a glossary of the codes (i.e., GOV: governance; COM: committees; AWD: awards). Organizing by indexing and page numbering provides easy access.

Where to begin

- Research old minutes for policies that have been established through motions
- Research the bylaws and establish policies and procedures that are necessary to support them
- Consider the following sample policies

There are some issues that component associations should avoid. They include but are not limited to:

Scholarships

There are federal and state laws that are specific to scholarships.

- Potential legal issues include distribution of information and selection
- Potentially jeopardizes AHDI's 501(c)(6) IRS nonprofit status

Noncompliance with antitrust laws, such as:

- Any attempt to monopolize the market or restrain competition
- Any attempt at price fixing or boycotts
- Any attempt to restrict or prejudice qualified participants from membership or meeting attendance—this includes any attempt to exclude particular exhibitors

What do policies and procedures look like? You can find model policies and procedures on the [AHDI website](#). Remember: A policy describes *what*. The model policies and procedures below should also be adopted by components:

Code of Confidentiality

As a member of the Board of Directors of the <***component association***>:

I understand that I have the duty to maintain the confidentiality of: (1) materials and information designated as confidential, and (2) information *not* designated as confidential when I should know the Association would not want the information revealed to others.

I understand that this duty extends beyond the period of time during which I am a director, i.e., that I will be bound by this duty as a former director with regard to confidential information and materials that I had access to during the period I was a director.

I understand that the duty of confidentiality prohibits me from purposefully disclosing confidential information and requires me to act with due care in order to avoid the inadvertent disclosure of confidential information.

I understand that association product designs, production processes, customer and member lists, and business records are assets and that it is important that this information is kept confidential for Association use only.

I agree not to disclose confidential Association, customer or member, or to people outside the Association or to committee/task force members who do not have a legitimate need to know, without prior approval of the entire board.

I understand that any deviation from the code of confidentiality may be grounds for possible legal action.

Signature _____ Date _____

Conflict of Interest

A potential or actual conflict of interest exists if a component association officer or director might reasonably lack objectivity in their decision making or performance for the component because of any personal, professional, financial, or other interest or relationship they have. Non-exhaustive lists of the kinds of situations which can give rise to conflicts of interest include these situations:

- Personal business opportunities are offered to officers or directors which might otherwise be opportunities of the component, or if the officers or directors are asked to make decisions for the component on business opportunities that might otherwise become their own personal opportunities
- Officers or directors are involved in businesses that compete with the component
- Officers or directors serve on decision-making bodies of other professional or trade associations whose policies or goals may diverge from those of the component
- Officers or directors desire to contract to provide goods or services to the component
- Officers or directors are asked to make decisions for the component with respect to business dealings with persons with whom they have substantial personal, professional, financial, or other relationships

It is the responsibility of all component officers and directors to: (1) raise for consideration any significant potential or actual conflict of interest, (2) avoid any significant actual conflict of interest, and (3) abide by decisions that are made by the National Leadership Board concerning such matters.

If any component officer or director believes that a conflict of interest may arise or exist with respect to themselves or others, at the earliest possible date they should disclose the situation to the president in the case of an officer or director (and the president-elect in the case of the president). The matter shall be resolved by majority vote of the board.

If an appropriate set of conditions for accommodating the potentially conflicting activity cannot be agreed upon, the officer or director will be asked to refrain from the activity. Refusal or failure to abide by a decision regarding a conflict of interest may result in sanctions to an officer or director (consistent with AHDI's bylaws).

An appropriate level of confidentiality shall be accorded to information obtained in the course of review of potential conflicts of interest, and disclosures of such confidential information will be made only to the extent needed to resolve the matter or properly to conduct component association business.

Antitrust Compliance

It is the policy of the <***component association***> to comply fully with all applicable laws, including the antitrust laws, and accordingly, all activities of the <***component association***> shall be conducted in accordance with its antitrust compliance guidelines, as set forth below and as may from time to time be adopted or modified by the Association's National Leadership Board.

COMPONENT AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (the "Agreement"), is made this ____ day of _____, 20____, by and between Association for Healthcare Documentation Integrity (AHDl) ("ASSOCIATION"), a 501(c)(6) nonprofit corporation, with its principal place of business at 4230 Kiernan Avenue, Suite 130, Modesto, CA 95356, and _____ ("COMPONENT").

I. Purpose.

The purpose of affiliation between the components and AHDl is to ensure the healthcare documentation profession, and its respective associations, are adequately represented in the clinical documentation industry. This agreement is made in order to:

- Enhance the image of its members and assist in elevating their professional status;
- Have an effective national and component network of trained volunteers that vigorously represent the profession in areas including, but not limited to: credentialing, membership development, education, and advocacy;
- Promote and develop future component and national leaders;
- Support both AHDl and component in their activities and programs to benefit members and the healthcare documentation profession and;
- Share information that helps preserve and advance the members' livelihood and the healthcare documentation profession.

II. Term.

This agreement shall supersede any prior understandings and agreements between the Component and AHDl and shall be signed annually by December 31 for the upcoming calendar year by the incoming COMPONENT officers. This agreement is in effect from January 1 to December 31, XXXX. Both parties shall operate and conduct their business and affairs in accordance with the generally accepted principles of nonprofit business organizations.

III. Grant of Charter to COMPONENT.

ASSOCIATION hereby grants to COMPONENT a non-exclusive charter to be a component of ASSOCIATION in the boundaries set forth in COMPONENT's Article 1 of the Universal Bylaws. COMPONENT is authorized to use the name "Association for Healthcare Documentation Integrity," acronym "AHDl," and logo of ASSOCIATION in or in connection with COMPONENT's name, acronym and logo, with the authority to use such marks in connection with COMPONENT's activities authorized under this Agreement, subject to the terms and conditions of this Agreement or subsequently provided to COMPONENT by ASSOCIATION.

IV. Obligations of COMPONENT.

COMPONENT's obligations under this Agreement shall include:

A. Bylaws, Policies, and Procedures. As a condition of receipt of its charter as a component of

ASSOCIATION, COMPONENT provides to ASSOCIATION, and ASSOCIATION provides its approval to the BYLAWS of COMPONENT. Such COMPONENT Bylaws are, and shall remain, consistent in all material respects with the Universal Bylaws posted online on ASSOCIATION website (component resource section) and incorporated by reference herein. Any amendments to COMPONENT's Bylaws Article I must first be submitted to, and approved by, ASSOCIATION. COMPONENT shall have as its purposes those set forth in the Universal Bylaws attached hereto, shall conduct its activities at all times in strict accordance with such Bylaws, and shall comply at all times with all of the requirements set forth in ASSOCIATION's Bylaws and all other component-related policies and procedures, handbooks, or other written guidance heretofore or hereafter promulgated by ASSOCIATION (all of which are incorporated by reference herein).

B. Recordkeeping, Reporting, Compliance and Inspection. COMPONENT shall maintain reasonable records related to all of its programs, activities and operations. COMPONENT shall submit an annual written report to ASSOCIATION summarizing its programs, activities and operations, including board minutes, insurance coverage, roster of elected board members and officers, roster of local-only component members, and financial statement. ASSOCIATION staff shall maintain records of COMPONENT documentation; whereas the district director shall oversee and enforce compliance to the requirements set forth in this agreement. COMPONENT shall permit ASSOCIATION or ASSOCIATION's designated agent to review appropriate records of COMPONENT pertaining to its programs, activities and operations. Alternatively, COMPONENT shall send to ASSOCIATION copies of such records.

C. Programs and Activities. COMPONENT shall endeavor to sponsor and conduct programs and activities that further the purposes and objectives of ASSOCIATION in the strategic priority areas, and shall use its best efforts to ensure that such programs and activities are of the highest quality with respect to content, materials, logistical preparation, and otherwise. COMPONENT shall endeavor to use, to the extent possible, materials available through ASSOCIATION in support of such programs and activities. In performing these functions, COMPONENT shall work with ASSOCIATION in order to ensure national consistency in these efforts. COMPONENT shall send to ASSOCIATION on a regular basis a schedule of upcoming meetings, programs, and activities that COMPONENT intends to sponsor or conduct. ASSOCIATION's strategic priority areas are:

- i. Advocacy Efforts. COMPONENT shall agree to support the association's goals for advocacy and alliance outreach by executing measurable strategies to (a) engage in legislative activities through local, state, national advocacy efforts, (b) develop alliances with stakeholders in local/state and other healthcare practice organizations, (c) raise public awareness through non-legislative outreach, and (d) promote individual credentialing.
- ii. Credentialing Efforts. COMPONENT shall agree to support the association's goals for credentialing by executing measurable strategies to (a) reach non-credentialed MTs and other stakeholder groups and (b) serve as a credentialing resource to candidates

seeking credentialing support and assistance and to CMTs seeking professional development and continuing education within the COMPONENT boundaries.

- iii. Membership Development Efforts. COMPONENT shall agree to support the association's goals for membership by executing measurable strategies to (a) reach nonmember healthcare documentation professionals and recruit them into membership and (b) engage, recognize, and retain current AHDI members by empowering everyone involved in the association.
- iv. Education Efforts. COMPONENT shall agree to support the association's goals for education by executing measurable strategies to (a) reach the credentialed and non-credentialed workforce, students, displaced workers, and other key stakeholder groups and (b) serve as a resource to those groups for workforce education and continuing education.

V. Intellectual Property and Confidential Information.

A. Limited License. In accordance with ASSOCIATION's non-exclusive grant to COMPONENT to be a component of ASSOCIATION in the boundaries outlined in Article I in the Universal Bylaws, COMPONENT is hereby granted a limited, revocable, non-exclusive license to use (i) the name "Association for Healthcare Documentation Integrity," acronym "AHDI," logo of ASSOCIATION, and other ASSOCIATION trademarks, service marks, trade names, and logos (hereinafter collectively referred to as the "Marks"), (ii) ASSOCIATION's membership mailing, telephone, and electronic mail lists with respect to past, current or prospective members of ASSOCIATION located within the boundaries (hereinafter collectively referred to as the "Mailing List"), and (iii) all copyrighted or proprietary information and materials provided by ASSOCIATION to COMPONENT during the Term of this Agreement (hereinafter referred to as the "Proprietary Information") (the Marks, Mailing List, and Proprietary Information are hereinafter collectively referred to as the "Intellectual Property") in or in connection with COMPONENT's name, acronym and logo and for other official COMPONENT-related purposes, with the limited authority to use the Intellectual Property solely in connection with the activities authorized under this Agreement, subject to the terms and conditions of this Agreement and any written guidelines attached hereto, otherwise incorporated herein, or subsequently provided to COMPONENT by ASSOCIATION.

1. The Intellectual Property is and shall remain at all times the sole and exclusive property of ASSOCIATION. The Intellectual Property may be used by COMPONENT of ASSOCIATION if and only if such use is made pursuant to the terms and conditions of this limited and revocable license. Any failure by COMPONENT to comply with the terms and conditions contained herein, whether willful or negligent, may result in the immediate suspension or revocation of this license, in whole or in part, by ASSOCIATION. Failure to comply, whether willful or negligent, also may result in the suspension or revocation of the charter of COMPONENT by ASSOCIATION. The interpretation and enforcement (or lack thereof) of these terms and conditions, and compliance therewith, shall be made by ASSOCIATION in its sole

discretion.

2. ASSOCIATION's logo may not be revised or altered in any way, and must be displayed in the same form as produced by ASSOCIATION. The Marks may not be used in conjunction with any other trademark, service mark, or other mark without the express prior written approval of ASSOCIATION.

3. The Intellectual Property must be used by COMPONENT in a professional manner and solely for official COMPONENT-related purposes. COMPONENT shall not permit any third party to use the Intellectual Property without ASSOCIATION's express prior written approval. COMPONENT shall not sell or trade the Intellectual Property without ASSOCIATION's express prior written approval. Notwithstanding the foregoing, the Intellectual Property may not be used for individual personal or professional gain or other private benefit, and the Intellectual Property may not be used in any manner that, in the sole discretion of ASSOCIATION, discredits ASSOCIATION or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation or other public policy; or mischaracterizes the relationship between ASSOCIATION and COMPONENT, including but not limited to the fact that COMPONENT is a separate and distinct legal entity from ASSOCIATION.

4. COMPONENT shall maintain the confidentiality of the Mailing List and shall not sell, trade, transmit, or otherwise disseminate the Mailing List, in whole or in part, to any third party without the express prior written approval of ASSOCIATION.

5. In any authorized use by COMPONENT of the Intellectual Property, COMPONENT shall ensure that the applicable trademark and copyright notices are used pursuant to the requirements of United States law, the laws of the boundaries, and any other guidelines that ASSOCIATION may prescribe.

6. ASSOCIATION shall have the right, from time to time, to request samples of use of the Intellectual Property from which it may determine compliance with these terms and conditions. ASSOCIATION reserves the right to prohibit use of any of the Intellectual Property, as well as to impose other sanctions, if it determines, in its sole discretion, that COMPONENT's usage thereof is not in strict accordance with the terms and conditions of this limited and revocable license.

7. Use of the Intellectual Property shall create no rights for COMPONENT in or to the Intellectual Property or its use beyond the terms and conditions of this limited and revocable license. All rights of usage of the Intellectual Property by COMPONENT shall terminate immediately upon the revocation, surrender or other termination of this Agreement. COMPONENT's obligations to protect the Intellectual Property shall survive the revocation, surrender or other termination of this Agreement.

B. Confidential Information. The parties shall maintain the confidentiality of all of the confidential and proprietary information and data ("Confidential Information") of the other

party. The parties also shall take all reasonable steps to ensure that no use, by themselves or by any third parties, shall be made of the other party's Confidential Information without such other party's consent. Each party's Confidential Information shall remain the property of that party and shall be considered to be furnished in confidence to the other party when necessary under the terms of this Agreement. Upon any revocation, surrender or other termination of this Agreement, each party shall: (i) deliver immediately to the other party all Confidential Information of the other party, including but not limited to all written and electronic documentation of all Confidential Information, and all copies thereof; (ii) make no further use of it; and (iii) make reasonable efforts to ensure that no further use of it is made by either that party or its officers, directors, employees, agents, contractors, or any other person or third party. Each party's confidentiality obligations under this Section shall survive any revocation, surrender or other termination of this Agreement.

VI. Relationship of Parties.

The ASSOCIATION holds a Group Exemption Letter with the Internal Revenue Service and the COMPONENT is considered a Subordinate unit under this ruling.

VII. Indemnification.

COMPONENT shall indemnify, save and hold harmless ASSOCIATION, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, members, shareholders, attorneys, heirs, successors, and assigns, and each of them, from and against any and all claims, actions, suits, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever (a "Claim"), which may arise by reason of (i) any act or omission by COMPONENT or any of its subsidiaries, affiliates, related entities, partners, officers, directors, employees, members, shareholders or agents, or (ii) the inaccuracy or breach of any of the covenants, representations and warranties made by COMPONENT in this Agreement. This indemnity shall require COMPONENT to provide payment to ASSOCIATION of costs and expenses as they occur. COMPONENT shall promptly notify ASSOCIATION upon receipt of any Claim and shall grant to ASSOCIATION the sole conduct of the defense to any Claim. The provisions of this Section shall survive any revocation, surrender or other termination of this Agreement.

VIII. Revocation or Surrender of Charter.

A. Surrender of Charter. COMPONENT may surrender its charter by delivering to ASSOCIATION written notice of its intention to do so no less than thirty (30) days prior to the effective date of such surrender and completing the steps for dissolution as required by the ASSOCIATION's bylaws and the policies and procedures. Prior to surrender of charter, COMPONENT shall seek support from the Membership Advisory Workgroup/Component Association Support Team and District Director.

B. Revocation of Charter. The charter granted by ASSOCIATION to COMPONENT hereunder shall remain in full force and effect unless and until revoked by ASSOCIATION or surrendered by COMPONENT in accordance with the provisions of this Agreement. ASSOCIATION, through its

National Leadership Board of Directors, shall have the authority to revoke the charter of COMPONENT if the Board determines that the conduct of COMPONENT is in breach of any provision of this Agreement. Any decision by ASSOCIATION to revoke COMPONENT's charter shall be initiated by sending written notice to COMPONENT specifying the grounds upon which the revocation is based; provided, however, that ASSOCIATION shall provide COMPONENT with sixty (60) days from the date of such notice to cure any alleged breach of this Agreement. In the event that ASSOCIATION determines, in its sole discretion, that COMPONENT has not corrected the condition leading to ASSOCIATION's decision to revoke COMPONENT's charter, ASSOCIATION shall so notify COMPONENT in writing. ASSOCIATION's decision shall become final unless, within thirty (30) days of its receipt of written notice from ASSOCIATION, COMPONENT delivers to ASSOCIATION a written notice to appeal such determination. Upon the filing of such an appeal notice, COMPONENT shall have the opportunity to present its case, by written communication or in person, to the National Leadership Board of ASSOCIATION pursuant to the applicable rules or procedures prescribed by ASSOCIATION's National Leadership Board of Directors. The decision of ASSOCIATION's National Leadership Board of Directors upon such appeal shall be final and not subject to further appeal.

* * * * *

IN WITNESS WHEREOF, the parties hereto have agreed to this Agreement to be executed by their respective duly authorized representatives as of the date and year first above written.

Association for Healthcare Documentation Integrity (AHDl)

By: _____ Name: _____
Title: _____

[Name of Component; to be signed by all component officers]

By: _____ Name: _____
Title: _____

By: _____ Name: _____
Title: _____

By: _____ Name: _____
Title: _____

By: _____ Name: _____
Title: _____

Models & Samples

Sample Speaker Invitation Letter

<date>

Amy Frits, MD
Address
City, State, Zip

Dear Dr. Frits:

On behalf of AHDI, I am pleased to invite you to speak at the 10th annual symposium of the XYZ Chapter of the Association for Healthcare Documentation Integrity (AHDI). The meeting will be held (date) at the (location). We anticipate an attendance of approximately 100 medical transcriptionists, students, and other healthcare professionals.

Most lectures are one hour. We ask our medical speakers to speak to our attendees at the same level they would speak to first-year medical residents, keeping in mind that these medical language specialists have considerable knowledge of medicine through the written and spoken word. They, however, rarely talk with a patient, witness an examination or procedure, or view specimens under a microscope, so they always appreciate lectures that include visual aspects that physicians bring from their practice, or pertinent handouts.

Due to our limited resources, we regret we cannot offer an honorarium or reimburse expenses.

We hope you will accept this invitation to contribute to the continuing education of medical transcriptionists. A response to our invitation by (date) would help us with our meeting planning and would be greatly appreciated. You may call me at (phone number). If I am not available, contact (backup).

Sincerely,

Denise Member
Meeting Planner

cc: President

Sample Speaker Confirmation Letter

<date>

Mr. Ed Doe, Manager

Address

City, State, Zip

RE: Speaking Engagement -- October 4, 2011

Dear Mr. Doe:

A couple of months ago, we talked on the phone about your presentation at the <insert name> Chapter of AHDI's (Association for Healthcare Documentation Integrity) Fall Symposium on 10/4/11. The date is now fast approaching. We have our entire schedule completed and I have attached it here for your information. Again, thank you for your willingness to be one of our speakers that day. The Registration form for the meeting will be going out in the mail this week.

The meeting will be held at the <insert location and address>. As you can see on the schedule, your presentation is for one hour with 10-15 minutes allotted to questions. Medical transcriptionists are medical language specialists on the healthcare team. They strive to remain current in the ever-changing field of medicine as it pertains to their profession. Informative lectures, such as yours, provide MTs with valuable educational opportunities. Please direct your presentation to the level of first-year residents. A copy of your CV, if available, would be most appreciated, as we need to obtain continuing education approval for your presentation. Please also let me know of your AV equipment needs.

Again, thank you for your willingness to give of your valuable time and contribute to the continuing education of the <Location> medical transcriptionists. We are looking forward to meeting you and to your presentation. If you have any questions, please do not hesitate to email or call me. I will give you a reminder call a couple of days before the meeting.

Sincerely,

Jane Doe, CMT

Chapter Name President & Program Chair

Phone: (000) 123-4567// Fax: (000)123-4567 // Cell: (000) 999-4444 // Email: XXXX

Sample Speaker Introduction

“It is my pleasure to introduce Dr. John Smith, chief of cardiovascular surgery at ABC University Hospital. During the last seven years there, his grafting techniques have been performed in over 1,200 heart bypass surgeries. He has authored numerous articles related to cardiovascular surgery and has been a frequent guest lecturer throughout the country. He is a graduate of the University of XYZ Medical School and is board certified in cardiovascular surgery. We are honored to have Dr. Smith speak to us this evening on recent changes in cardiac catheterization techniques. Please help me welcome Dr. John Smith.”

Sample Speaker Thank You Letter

<Date>

<Name>

<Address>

<Address>

<City, St. Zip>

Dear:

On behalf of the _____ Chapter of the Association for Healthcare Documentation Integrity, I want to thank you for speaking at our symposium on Date.

I think the question and answer period that evolved was the best for the entire audience and speaker. It allowed you a great forum to share what you know and offered our attendees the avenue to experience your intense knowledge in understandable format of how computer technology pertains to our profession. It appeared that many took advantage of the time after your presentation to visit with you personally and I hope that everyone found it equally beneficial.

Thank you again for sharing you time and knowledge with us.

Sincerely,

Signature

Corresponding Secretary

_____ Chapter, AHDI

Sample Minutes

The regular monthly meeting of the ABC Chapter, Levi, Arkansas, was called to order by President Sally Sue Jones at 10 a.m. on Saturday, April 20, 2010, at the ABC General Hospital. A list of those present is attached (board meeting minutes should specify the names of those present and absent).

Approval of agenda: The agenda was approved as submitted.

Minutes: The minutes of the previous meeting held February 21, 2010 were approved as corrected.

Treasurer's report: The treasurer's report was read and submitted for attachment to the minutes.

Committee reports: Membership Committee: Six new members were reported. The total membership is now 47. Information packets were distributed to two guests.

Program Committee: The next monthly meeting will be held on Saturday, May 18, at the ABC Hospital. The program committee asked for suggestions for speaker and meeting site for the July 18 meeting. Mary Adams will then make recommendations to the board of directors at their Saturday, May 30, meeting.

New business: Correspondence was received from the Levi Career Fair Planning Committee. The career fair is planned for high school students and is scheduled to take place August 12.

MOTION: (Jones) "I move that the ABC Chapter rent a booth for \$100 in the ABC Career Fair on August 12 at the civic center."

The motion was seconded. Discussion was held. The motion passed. Vice-president Mary Ann Smith was appointed to recruit volunteers to assist with this project. She will report the project status at the next board of directors meeting on Saturday, May 30.

There being no further business, the meeting was adjourned at 10:35 a.m.

Secretary

Date

Approved by

Date

Sample Outline for Committee Reports

The following outline can be used to guide committees in conducting meetings and reporting results. Allow as much space as needed after each heading. If a preprinted form is desired, use two sheets of paper to allow adequate writing space.

Committee:

Chair:

Meeting date/time:

Roll call:

Decisions made:

Current projects/activities and status:

Action plan/committee assignments:

Next meeting/other important dates or deadlines:

Other recommendations and miscellaneous items to consider:

Report submitted by:

Date submitted:

Distribution: _____ Committee Members
_____ President
_____ Board of Directors
_____ Other

Sample Nominating Form

This form gives you, the members, an opportunity to recommend the people you want to run for office and represent you in **<year>**. You may recommend yourself or anyone you believe would be an effective leader for our component association.

Please complete this form and return it by **<date>** to the nominating committee at the address given below. If you are nominating someone else, please verify that they are willing to accept the nomination.

President: _____

President-Elect (Vice President): _____

Secretary: _____

Treasurer: _____

Delegate (S/R): _____

Please put a check mark opposite the committee on which you wish to participate next year.

Membership _____

Fundraising _____

Publicity _____

Newsletter _____

Program _____

Hospitality _____

Bylaws/P&Ps _____

Legislative _____

If you have questions, please call the nominating committee chair, **<chair's name>**, at **<phone number>** or **<email>**.

Please return by **<date>** to: **<chair's name>**
 <address>
 <city, state, zip>

Sample Ballot

(Use component association letterhead)
Ballot for the <year> Officers of the ABC Chapter

Choose only one per office, indicate vote with X.

President: _____ Sandy Able
 _____ Sam Smith
 _____ (Write-in)

President-Elect _____ Betsy Dennis
(Vice President) _____ William Wilson
 _____ (Write-in)

Secretary: _____ Patsy Farmer
 _____ Hank Hanes
 _____ (Write-in)

Treasurer: _____ Jerry Grover
 _____ Betty Morris
 _____ (Write-in)

Your AHDI membership number must be listed in the space provided for identification (see next page). Ballots are subject to verification of AHDI Individual Professional member status.

Mail ballots to <name, Teller, address, city, state, zip>

Ballots must be postmarked by <date>.

(Print on Reverse of Sample Ballot)

<Membership number> (required).

<name>, Teller
<address>
<city, state, zip>

AHDI Contact Information

4230 Kiernan Avenue
Suite 130
Modesto, CA 95356

Toll Free: 1-800-982-2182
Direct Tel: 1-209-527-9620
Fax: 1-209-527-9633
Email: ahdi@ahdionline.org

Website: www.ahdionline.org

AHDI Departments/Staff

Administration

Linda Brady, CAE – Interim Chief Executive Officer
Email: lbrady@ahdionline.org; 1-209-541-5656 (east coast)

Wendy Carriegan – Interim Chief Operating Officer
Email: wcarriegan@ahdionline.org Ext: 2449

Professional Programs

Kristin Wall, CMT, AHDI-F - Senior Communications Coordinator & Editor
Email: kwall@ahdionline.org

Tina Wilson – Programs Coordinator
Email: twilson@ahdionline.org Ext: 2456

Member Relations

Andrew Wolf – Senior Meetings and Member Relations Coordinator
Email: awolf@ahdionline.org Ext: 2452

Danielle Shelton – Member Relations & Marketing Coordinator
Email: dshelton@ahdionline.org

Miranda Chalabi – Senior Member Relations Specialist
Email: mchalabi@ahdionline.org Ext: 2444

Operations

Terri White – Business and Staff Manager

Email: twhite@ahdionline.org Ext: 2454

Tom Kewley – Senior Systems & Programs Coordinator

Email: tkewley@ahdionline.org Ext: 2453

Treva Perez – Senior Operations Specialist

Email: tperez@ahdionline.org Ext: 2451

Jason Hatchell – Technical Services Coordinator

Email: jhatchell@ahdionline.org Ext: 2460