



ASSOCIATION FOR HEALTHCARE
DOCUMENTATION INTEGRITY

Model Policy and Procedures for Component Associations

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Note: Content within Model Policy and Procedures for Components are intended as a guide for component use. Component Associations are encouraged to review and customize accordingly to suit their needs.

I. BOARD OF DIRECTORS

A. QUALIFICATIONS OF BOARD OF DIRECTORS

1. Active member in good standing.
2. Committed to the objectives of the Association.
3. Willing to accept responsibility.
4. Keeps abreast of Association business.
5. Makes decisions that will benefit the entire membership.
6. Exercises good judgment in decision making.
7. Acts in the best behalf of the Association with accurate information and guidance.
8. Always asks questions if unsure.
9. Prepared to devote time and effort to Board assignments, projects, and activities.
10. Willing to serve as committee chair or committee member as appointed.
11. Has access to e-mail.
12. Is a Nominating Committee member (except for the President).
13. Has primary residence in the state for her/his entire term of office.

B. POWERS AND DUTIES OF THE BOARD: The Directors shall have supervision, delegation, and direction of the affairs of AHDI COMPONENT. All executive decisions will be approved by a simple majority of all members of the BOD. (Article V, Section 2)

C. COMMUNICATION SKILLS: Frequent Board communication, written or oral, is vital to efficient operation. Electronic communication should be sent to all Board members, unless confidential. Communication with Board members during Board meetings will be kept to the issue. Constructive criticism and differences of opinion are encouraged. Board members should vote in the manner she/he feels most comfortable. Once a vote is taken, the Board stands united as a body.

D. PENCHANT FOR BOARD: While partial travel and lodging expenses may be borne by the Association to attend BOD meetings, many additional expenses are uncompensated and are, therefore, the responsibility of the individual Director. Assigned travel to and from a chosen location will be reimbursed per policy. Where practical, and agreeable, electronic meetings may be conducted for cost savings to the component.

E. CONFIDENTIALITY: The AHDI COMPONENT President, when requested, will keep sensitive information confidential. Privacy should not be breached.

F. **SERVICE COMMITMENT:** Regular board meetings will be held quarterly, at a location or electronically, designated by resolution of the BOD. Special meetings, including conference calls, may be held at such place and time as designated by the BOD. An agenda should be submitted prior to the Board meeting indicating the time, meeting location, and any special instructions to follow.

The AHDI COMPONENT President will be notified in advance in writing if Board member will incur tardiness. Meetings will not be delayed. No information will be retraced for a Board member arriving late.

G. **PARLIAMENTARY PROCEDURE:** Must have a working knowledge of *Robert's Rules of Order*. Current edition will be purchased for the President and Delegates when needed.

H. **EXPENSES:** As determined by AHDI Component Board of Directors.

I. **ANNUAL AUDIT:** The AHDI COMPONENT Board of Directors will appoint a committee to conduct the annual audit. The Treasurer will make the records available to the committee prior to the fourth Board meeting of the year. This committee will be made up of persons who are not designated signers of checks.

J. **EXECUTIVE BOARD:** The AHDI COMPONENT Executive Board members shall include the President, Vice President, Immediate Past President, President-elect, Secretary, Treasurer and Delegates. Component Representatives, while members of the Board, are not considered part of the Executive Board for expenditure purposes.

K. **QUALIFICATIONS FOR AHDI COMPONENT PRESIDENT-ELECT:**

1. Prior leadership experience on a component or national board within the past five (5) years.
2. Excellent written and verbal communication skills.
3. In-depth critical thinking skills.

L. **REMOVAL OF A DIRECTOR:** AHDI COMPONENT Board member may be removed from the BOD when duties are not fulfilled of the position on a regular basis. Written electronic documentation must accompany removal with at least two (2) members. Information must be brought before the AHDI COMPONENT Executive Board. The President and the Immediate Past President (or another Executive Board Member if Director in question) will approach the Director and give member an opportunity for compliance. If member still does not fulfill duties, the AHDI COMPONENT Executive board will vote on decision to ask for the resignation of the Director. If resignation decided, and the Director refuses to resign, the matter will be brought before the entire AHDI COMPONENT membership for a vote on removal of the Director.

M. BOARD EXPENDITURES

1. Expenditures not covered in Policy and Procedures of over \$100 will be reimbursed to the Board member *only* with prior BOD approval.
2. Expenditures for printing and mailing of meeting programs and flyers are exempt from prior BOD approval; however, these items are subject to the policy on bids.
3. For expenditures of more than \$1000, a minimum of two bids, or estimates, must be obtained from different companies.
 - a) Written bids submitted by prospective companies shall include the company information, the AHDI COMPONENT member obtaining the bid, and the date on which the bid was submitted.
 - b) All bids obtained will be sent to the AHDI COMPONENT President within one week after receipt of the second bid.
4. AHDI COMPONENT Executive Board members will be reimbursed as determined by component.
5. AHDI COMPONENT will pay for meals at face-to-face board meetings, determined by component, provided funds are available.
6. Business cards will be provided for appropriate component members (President, President-Elect, Delegate(s), etc.) as applicable. Draft copy of the card will be provided to the individual for approval before printing. Any change necessitating ordering a new set of business cards will be the financial responsibility of that member.
7. Distributed copy of Policy and Procedures will be electronically sent to Board members by the first board meeting of the year.

N. BOARD OF DIRECTORS MEETINGS

1. MILEAGE/TRAVEL (A, B and C see expense appendix):
 - a) Mileage will be reimbursed for all AHDI COMPONENT **Executive** Board Members at half the current IRS guidelines, both ways, actual odometer miles, to attend BOD meetings (see sample voucher). If cheaper to fly, airfare will be reimbursed with appropriate documentation. When practical, electronic meetings will occur.
 - b) Parking and toll costs incurred will be reimbursed for AHDI COMPONENT Executive BOD members to attend designated meetings.
 - c) Taxi cost from the airport will be reimbursed, if needed.
2. TRAVEL MEETINGS - LODGING:
 - a) The AHDI COMPONENT President will make arrangements for face-to-face Board meetings, when opting out of electronic meetings, to include food and lodging where appropriate.
 - b) Lodging reimbursement will be determined by component.

c) If an AHDI COMPONENT Board member wishes to bring a family member(s) or guest(s) to the meeting site, member will be responsible for all expenses of the family member(s) or guest(s).

3. ATTENDANCE:

- a) Board meetings must be attended by all Board members.
- b) Board meetings are open to all AHDI members unless otherwise specified.
- c) An Executive Board member shall not miss more than one (1) meeting during term. Delegates serving a two (2) year term shall not miss more than one (1) meeting per year of their term.
- d) Notice of board meeting will be sent to Board members 20 days prior to event.
- e) Members will notify the AHDI COMPONENT President in advance attendance availability to determine if a quorum will be present. This information must be received no less than 10 days prior to the meeting. If quorum is not confirmed in advance, the meeting will be rescheduled.
- f) The date and time of the Board meeting, held in conjunction with the Annual Meeting, will be determined by the AHDI COMPONENT President.
- g) Electronic reports will be submitted prior to the Board meeting for preparation of board members.

4. STANDARD AGENDA FOR REGULAR MEETINGS:

- a) Meeting is called to order by the President. Greetings extended, determination of quorum is established.
- b) Agenda is approved as is or approved with changes.
- c) Minutes of previous meeting read by Secretary (approved as read, or as corrected.)
- d) Correspondence reported by Secretary (motions arising out of correspondence may be taken up immediately or held over for new business).
- e) Treasury report.
- f) Board of Directors' report.
- g) Take up recommendations or motions.
- h) Committee reports, per agenda.
- i) Unfinished business (itemize).
- j) New business (itemize).
- k) Announcements, when practical.
- l) Review of assignments.
- m) Adjournment by the President.

n) Any additions to the agenda must be made 10 days prior to the BOD meeting and made directly to the President.

O. OFFICERS

1. PRESIDENT

- a) RESPONSIBLE TO: The Board of Directors of AHDI COMPONENT.
- b) DESCRIPTION: The President is the Chief Executive Officer. The President authenticates all acts, orders, and proceedings of the component association and is responsible for the conduct of all AHDI COMPONENT business, including but not limited to, printed material, keeping with AHDI Code of Ethics, AHDI bylaws, and component bylaws. The President shall communicate with administrative office, AHDI President, and AHDI Component Support Team regarding questions of policy.
- c) The President is elected to a one (1)-year term. In the event the President cannot complete the term of office, the Vice President/President-Elect will take office.
- d) The President will hold the title of Immediate Past President *only* if he/she has served at least seven (7) months of Presidency term, or as Vice President/President-Elect was called upon to fill the position of President. Determination will be made on a case-by-case basis with BOD consent.
- e) DUTIES AND RESPONSIBILITIES:
 - (1) Serves as presiding officer of the AHDI COMPONENT Board of Directors. President attends meetings of the Component Board, Executive committee, and with members.
 - (2) Appoints committee chairs with approval through AHDI COMPONENT Board.
 - (3) Furnishes committees with applicable documents required for the performance of duties to be fulfilled.
 - (4) May establish special committees/task forces with approval of the AHDI COMPONENT Board.
 - (5) Fills vacancies on committees with Board approval.
 - (6) Is an ex-officio, voting member of all committees, except Nominating committee.
 - (7) Provides "President's Message" for AHDI COMPONENT newsletter or website.
 - (8) Approves all printed materials, e.g., newsletter and public announcements.
 - (9) Submits annual report of the Board of Directors and activities to the membership.
 - (10) Acts as a liaison to AHDI.
 - (11) Promotes leadership development by recognizing and encouraging potential leaders.
 - (12) Credentials Delegate(s) and Alternate(s) for the House of Delegates, as applicable, for state/regional.

- (13) Offers assistance to the President-Elect/Vice President in preparing to preside, where applicable.
 - (14) Notifies officers, committee members, and Delegates of election outcome and appointment.
 - (15) Shows appreciation to officers and chairs of committees for devoted service.
 - (16) Oversees Annual Meeting and Educational Conference sessions, to include committees, relating to event. Annual meeting registration fee will be waived.
 - (17) Is primary contact for other professional organizations, e.g. [AHIMA](#), MTIA, etc.
 - (18) Is first Alternate to the House of Delegates.
 - (19) Is primary cosigner of checks with Treasurer.
 - (20) Approves expenditures and forwards signed vouchers to Treasurer in a timely manner.
 - (21) Performs other duties as prescribed in the bylaws.
- f) Preparing to preside: Adequate preparation is essential to effective leadership for the beginner and experienced leader. There is no substitute. In preparation for a meeting, the President:
- (1) Knows AHDI COMPONENT bylaws, policies, and procedures.
 - (2) Acquires working knowledge of parliamentary law and procedure.
 - (3) Appears at meetings early, prior to scheduled start time.
 - (4) Has available at each meeting a list of committees, focus groups, and member roster. This also aids as a guide to name new appointments.
 - (5) Ascertains if quorum is present.
 - (6) Presides and maintains order.
 - (7) Explains and determines all questions of order.
 - (8) Prepares an agenda of business to be transacted.
 - (9) Is informed on all Association communications.
 - (10) Enforces rules of decorum and discipline.
 - (11) Refrains from discussing or debating a motion when presiding.
 - (12) Remains fair and impartial at all times.
 - (13) Provides signature when necessary.
 - (14) Declares meetings adjourned when assembly votes or—where applicable—at the time designated in the program to end. Sudden emergency affecting the safety of those present may also conclude meeting.
- g) PRIVILEGES:
- (1) Debates motions before the Board, if essential, but must surrender the Chair until the vote has been taken. The President-Elect is asked to take the Chair until the motion has been disposed of.
 - (2) Uses "general consent," which saves much time when routine matters are

considered. Form: "If there is no objection, we will..." If there is an objection, she/he must take the vote.

- (3) Signs checks, usually with the Treasurer. The President-elect's name should be authorized in the event the President or Treasurer is unavailable. The President shall also have checks available for distribution at the BOD meetings.
- h) REIMBURSEMENT: See expense appendix.
- (1) Expenses incurred to attendance at AHDI Annual Meeting and/or House of Delegates will be paid by AHDI COMPONENT, as determined by component, provided funds are available in the treasury.
 - (2) Local component symposia throughout the year will be attended by the AHDI COMPONENT President when possible, Mileage/airfare, as well as symposia registration cost, will be reimbursed at the discretion of the component, provided funds are available in the treasury.

2. PRESIDENT-ELECT

- a) RESPONSIBLE TO: The Board of Directors of AHDI COMPONENT.
- b) DESCRIPTION: The President-elect prepares to assume presidency the following term. The President-elect will serve as an advisor to the President. In the event the President cannot attend a general or executive meeting, the President-elect will preside over said meeting. Previous leadership experience on a chapter or state board within the past 5 years is required.
- c) Immediately following election, and prior to assuming the office of President, the President-elect will begin identifying committee chairs.
- d) In the event the President-elect is unable to complete term, a special election will be called for the purpose of filling the vacancy.
- e) DUTIES AND RESPONSIBILITIES:
 - (1) Presides in the absence of the President.
 - (2) Serves as Convention Committee Chair for Annual Meeting to be held in the year when President.
 - (3) Performs other duties as directed by the Board of Directors.
 - (4) Prepares to assume position of leadership within AHDI COMPONENT.
 - (5) Is responsible for obtaining a gift to present to outgoing President at the end of term in office.
 - (6) Is responsible for the registrant's packet for the AHDI COMPONENT Annual Meeting to include, but not limited to, name badges, ribbons, and meal tickets.
 - (7) Keeps a record at BOD meetings of any follow up items that need to be taken up at the next BOD meeting, e.g. tabled issues.
 - (8) Approved to sign checks.
- f) REIMBURSEMENT:

- (1) Attendance at the AHDI Leadership Conference and the registration fee to the AHDI Annual Meeting, ½ the group hotel rate and the less expensive of airfare or mileage per current IRS rates will be reimbursed by AHDI, provided funds are available in the treasury.
- (2) AHDI Local Component symposia throughout the year will be attended by the President-Elect whenever possible and mileage/airfare will be paid by component, as well as one-half (1/2) room rate, provided funds are available in the treasury.

3. VICE PRESIDENT, where applicable.

- a) **RESPONSIBLE TO:** The Board of Directors of AHDI COMPONENT.
- b) **DESCRIPTION:** The Vice President may be delegated by the President to perform duties of the President in the event the President is temporary disabled or absent from meetings. In doing so, shall have powers of the President and other such duties the President or BOD may assign.
- c) The Vice President is elected for a one (1)-year term. Member may serve as Vice President no more than three (3) times in a five (5)-year period.
- d) In the event the Vice President is unable to complete term, the position will be filled by a vote of the BOD.
- e) **DUTIES AND RESPONSIBILITIES:**
 - (1) Is the third alternate to the AHDI House of Delegates.
 - (2) Trains and prepares to take office if Presidency is vacated.
 - (3) Contacts applicable Local components regarding Chapter Representatives and Alternates for roster by the second week of January. Information is relayed to Board.
- f) **REIMBURSEMENT**
 - (1) Attendance at AHDI Leadership Conference and registration fee to the AHDI Annual Meeting, ½ the group hotel rate per night, and the less expensive of airfare or mileage per current IRS rates will be reimbursed by AHDI Component, provided funds are available in the treasury (see expense appendix).

4. SECRETARY

- a) **RESPONSIBLE TO:** The Board of Directors of AHDI COMPONENT.
- b) **DESCRIPTION:** The Secretary is the recording officer of the Association and keeps a full, complete record of the proceedings of Board meetings and other official proceedings, including the annual business meeting. The Secretary is responsible for all correspondence of the Association (upon content approval by the President). Correspondence should be processed in a timely manner as described below.
- c) The Secretary is elected for a one (1)-year term. Secretary may not serve more than three (3) times in a five (5)-year period.

d) In the event the Secretary is unable to complete term, the position will be filled by a vote of the BOD.

e) DUTIES AND RESPONSIBILITIES:

- (1) MINUTES – Maintains official minutes of all meetings, including the annual business meeting, Board of Directors meetings, executive committee meetings, and telephone conferences. During the meeting, the Secretary will restate each motion after the vote. These minutes will be typed and submitted to the President for review within thirty (30) days following the meeting and distributed to the Board for approval.
- (2) READING OF THE MINUTES – Is responsible for reading the minutes to the BOD at the next scheduled meeting and creates any necessary corrections as approved by the Board.
- (3) DISTRIBUTION OF MINUTES - Distributes approved copies of the minutes to the BOD and AHDI President, AHDI Administrative Office, and AHDI Component Support Team.
- (4) MEETING NOTIFICATION – Sends notification to the members of the BOD no less than twenty (20) days prior to the scheduled meeting as directed by AHDI President. Notification will include a request for members of the BOD to reply to the President their attendance in no less than ten (10) days.
- (5) CUSTODIAN OF RECORDS – Maintains a file of all committee reports and minutes.
- (6) RECORD BOOKS – Maintains record books in which the bylaws, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded, and has the current record book(s) on hand at every meeting. Ensures the bylaws are available to those who want a copy.
- (7) RECORDS – Is responsible for keeping complete and up-to-date records on addresses, telephone numbers, fax numbers, and e-mail addresses of the members of the BOD and committees. The members of the BOD should be notified of these changes within 10 days of receipt of that information.
- (8) Calls the meeting to order and presides in the absence of the President, Vice President, and President-Elect.
- (9) Is responsible for sending meeting dates to AHDI for inclusion in its publications.
- (10) Prepares a packet at the direction of the President for all new incoming members of the BOD, which includes a copy of the current bylaws, policies and procedures of the Association, the Mission Statement, and minutes from the preceding year.
- (11) Maintains a roster of the committees and their chairs with addresses and telephone numbers, and distributes roster to members in the newsletter each year. A copy of the roster of all committee chairs should be sent to the AHDI Administrative Office, AHDI President, and AHDI Component Support Team at the

beginning of each new year or when changes have occurred.

- (12) Is Continuing Education Credit (CEC) Coordinator for the AHDI COMPONENT Annual Meeting. In this capacity, works closely with the on-site coordinator to obtain information, keep a notebook of all original approved CEC forms, and ensure speaker introductions are written for meetings and programs.
- (13) Performs other duties as may be determined by the BOD.
- (14) Serves as fourth alternate to the AHDI HOD.

f) REIMBURSEMENT

- (1) Attendance at AHDI Leadership Conference and registration fee to the AHDI Annual Meeting, ½ the group hotel rate per night, and the less expensive of airfare or mileage per current IRS rates will be reimbursed by AHDI Component, provided funds are available in the treasury (see expense appendix).

5. TREASURER

- a) RESPONSIBLE TO: The Board of Directors of AHDI COMPONENT.
- b) DESCRIPTION: The Treasurer shall be Chief Financial Officer of the Association. The Treasurer receives and safely keeps all funds of the Association in such bank(s) as may be designated by the Executive Committee.
- c) The Treasurer is elected for a one (1) or two (2)-year term. Treasurer may not serve more than two (2) complete terms in a six (6)-year period.
- d) In the event the Treasurer cannot fulfill duties, the position will be filled by a vote of the BOD.
- e) DUTIES AND RESPONSIBILITIES:
 - (1) Maintains financial records of all funds received and disbursed. Maintains copies of all transactions.
 - (2) Receives and deposits all monies due the Association in the proper Association bank account. Money submitted to the Treasurer is to be itemized on a "Monies to Treasurer" form.
 - (3) Maintains checking and other bank accounts as designated by the Board of Directors.
 - (4) Disburses all funds as the organization may direct.
 - (5) Always pays by check. All checks must have two signatures, countersigned by the President, President-Elect, Immediate Past President and Treasurer. Checks are to be printed with notation: "VOID AFTER 60 DAYS"
 - (6) Pays bills from officers and committee members only when clearly authorized by the President, submitted on the expense voucher and when receipts for expenditures are attached. Reimbursement receipts/vouchers must be submitted to the President no later than 60 days of the date that expense is incurred. Reimbursement receipts/vouchers for expenses incurred during the last month(s)

of the year, specifically November and December, must be submitted by January 5 of the following year. The Treasurer will pay reimbursements within 30 days of receipt of the signed voucher and attachments from the President.

- (7) Provides an up-to-date report at each Board of Directors meeting which shall be made a part of the official minutes.
- (8) Provides a complete financial report of the previous year, to include the Audit Report, at the annual business meeting. A copy is sent to AHDI Component Relations.
- (9) Prepares a separate Annual Meeting/Education Conference Report, itemizing those expenses incurred and income received, to be available at the next AHDI COMPONENT BOD meeting.
- (10) Prepares a monthly report to be submitted to AHDI COMPONENT President to include a copy of the bank statement and a copy of the reconciliation report. A copy is sent to AHDI Component Relations when required.
- (11) Chairs budget and finance committee.
- (12) Chairs Registration Committee for the Annual Meeting (see those Duties and Responsibilities).
- (13) Oversees expenditures during the Annual Meeting with the President. Questions items that are not correct.
- (14) Is the fifth alternate to the AHDI HOD.
- (15) At the third BOD meeting of the year, the BOD appoints a committee to do the annual audit. The Treasurer will make the records available for the committee by the fourth Board meeting of the year.
- (16) Is responsible for preparing the tax data and getting the information to the AHDI COMPONENT accountant by May 1st for a May 15th deadline.
- (17) Makes sure the bank has the new mailing address for the bank statements and all other correspondence by January of the new year.
- (18) Is responsible for having the appropriate signature changes completed and for filing the new signature card with the appropriate bank branch for the new year. Signers on the account should be as follows: President, President-Elect, Immediate Past President and Treasurer. All signers on the account should have the account number, AHDI COMPONENT Federal Tax ID and the bank's customer service phone number in order to be able to access account information. The primary signers would be the Treasurer and the President.
- (19) Is responsible for moving the account to a convenient branch of the current bank of record.
- (20) Orders new checks as needed.
- (21) Treasurer is intimately involved in hotel planning – this is where costs are identified.
- (22) Performs such other duties as may be directed by the Board of Directors.

f) REIMBURSEMENT

- (1) Expenses for Delegates and an Alternate Delegate to attend the AHDI Annual Meeting **and meeting of the HOD** include the least expensive round trip airfare available, lodging (1/2 room rate) at the Annual Meeting hotel to include the night prior to the seating of the HOD to the close of the Annual Meeting. Delegate(s) will have their early registration paid by AHDI-Component to the AHDI Annual Meeting.
- (2) Early registration will be paid to the Leadership Conference at the AHDI Annual Meeting, as funds allow.
- (3) If a Delegate(s) or Alternate Delegate is unable to attend the AHDI Annual Meeting House of Delegates, and expenses have already been paid (i.e. airfare), AHDI -Component is to be reimbursed for these expenses by the individual not attending the meeting.
- (4) Expenses will be reimbursed for mileage or airfare (whichever is less) and hotel expenses (1/2 room rate or full room rate if another BOD member is not attending to share the room) for AHDI Local component symposia. AHDI-FL will pay the symposium registration fee for the assigned Delegate.

g) RETURNED CHECKS

- (1) The party responsible for a returned check will be contacted by the AHDI COMPONENT Treasurer within one (1) week of bank notification, via certified letter. Said party must pay, within two (2) weeks from the date of the letter, the full amount of the check along with any and all bank charges debited to the AHDI COMPONENT account. Payment must be made in the form of a money order or cashier's check only.
- (2) If the responsible party does not comply, this matter will be recorded in the AHDI COMPONENT minutes and no further checks will be accepted from this individual.
- (3) A copy of all letters will be kept with the returned check and the return receipt in the Treasurer's records.
- (4) A cumulative list of uncollected bad checks will be maintained.
- (5) The AHDI COMPONENT President, Treasurer and designee shall take all steps possible and available to AHDI COMPONENT to collect monies resulting from returned checks and insufficient funds, and collection of related fees.

h) REQUEST FOR ADVANCE

- (1) A request for advance funds can be made by a board member in good standing for AHDI COMPONENT business only; i.e., to purchase a plane ticket for an AHDI COMPONENT assignment, to purchase door prizes for AHDI COMPONENT Annual Meeting, to purchase software pertinent to BOD position, etc. A receipt for any item(s) purchased must be sent to the Treasurer within 30 days of receiving the advance. Any money not utilized will be returned to the AHDI COMPONENT

Treasurer within 2 weeks. This is not to be used as a personal loan or for personal purchases. This advance will be given only with the President's approval. There is a limit of \$300 for an advance request. If more than \$300 is needed, BOD approval is necessary.

- (2) When any monies are paid out by AHDI COMPONENT in advance for an individual to attend a function and that individual does not attend, reimbursement must be made in full within two (2) weeks after the event.

i) REFUND POLICY

- (1) There will be no refunds given to Exhibitors who have contracted with the component/state/regional. Any exhibitor requesting a refund shall be offered a credit towards advertising or exhibiting for the following year, with that following year as a deadline.
- (2) Partial refunds (80%) will be made prior to date specified on attendee registration forms. No refunds will be made after date specified on registration form. However, in unusual circumstances, requests for refunds may be reviewed and decided by the Board of Directors on a case-by-case basis.

6. IMMEDIATE PAST PRESIDENT

- a) RESPONSIBLE TO: The Board of Directors of AHDI COMPONENT.
- b) DESCRIPTION: The Immediate Past President serves on the AHDI COMPONENT 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, President-Elect and Vice President.
- c) In the event the Immediate Past President cannot fulfill his/her duties, this position will not be filled.
- d) DUTIES AND RESPONSIBILITIES:
 - (1) Serves as chair of the Nominating Committee.
 - (2) Serves as chair of the Exhibit Committee.
 - (3) Performs such other duties as may be directed by the AHDI COMPONENT BOD.
 - (4) May be called upon by the President to serve at the Annual Convention as a speaker or perform other duties.
- e) REIMBURSEMENT
 - (1) Attendance at the AHDI Leadership Conference and registration fee to the AHDI Annual Meeting, ½ the group hotel rate per night, and the less expensive of airfare or mileage per current IRS rates will be reimbursed by AHDI-FL, provided funds are available in the treasury.

P. DELEGATES, where applicable within State/Regional

- a) **RESPONSIBLE TO:** The Board of Directors of AHDI COMPONENT, AHDI House of Delegates, and AHDI COMPONENT members at large.
- b) **DESCRIPTION:** Delegates act as a liaison between AHDI and AHDI COMPONENT. They represent the views of the majority of the AHDI COMPONENT as determined through communication with them. They visit local component symposia as assigned in order to convey all that is going on at AHDI and AHDI COMPONENT. They entertain questions, concerns, ideas, etc., from all AHDI COMPONENT members. Documentation of member input should be included in the delegate report to the BOD.
- c) Delegates are elected for a two (2)-year term. No one may serve as Delegate for more than two complete terms in a six (6)-year period.
- d) In the event a Delegate cannot fulfill her/his duties, this position is filled by an Alternate.
- e) **DUTIES AND RESPONSIBILITIES:**
 - (1) Inform the membership pre-House of Delegates (HOD) meeting and post-HOD meeting through the AHDI COMPONENT web site, e-mails, and AHDI COMPONENT newsletter regarding the issues, proposals, and resolutions before the HOD. They are to report the results of the voting, including which way they voted on each issue. Delegates are to invite input from AHDI COMPONENT members by devising questionnaires or polls to be distributed via e-mail or the AHDI COMPONENT web site regarding all important issues before the HOD. This function is to be performed jointly by the Delegates.
 - (2) Attend all AHDI COMPONENT local component symposia as assigned.
- f) **REIMBURSEMENT:**
 - (1) Expenses for Delegates and an Alternate Delegate to attend the AHDI Annual Meeting **and meeting of the HOD** include the least expensive round trip airfare available, lodging (1/2 room rate) at the Annual Meeting hotel to include the night prior to the seating of the HOD to the close of the Annual Meeting. Delegate(s) will have their early registration paid by AHDI COMPONENT to the AHDI Annual Meeting.
 - (2) Early registration will be paid to the Leadership Conference at the AHDI Annual Meeting, as funds allow.
 - (3) If a Delegate(s) or Alternate Delegate is unable to attend the AHDI Annual Meeting House of Delegates, and expenses have already been paid (i.e. airfare), AHDI Component is to be reimbursed for these expenses by the individual not attending the meeting.

Q. CHAPTER REPRESENTATIVE AND/OR ALTERNATE

- 1. **RESPONSIBLE TO:** Local component which is represented and the AHDI COMPONENT Board of Directors.

2. DESCRIPTION: The Chapter Representative or alternate acts as a liaison between the individual local component and AHDI COMPONENT, representing the members of the local component supporting them.
3. The Chapter Representative and Alternate are chosen by a method determined by the individual local component (elected or appointed), for a minimum of one (1) year.
4. The Chapter Representative should meet the qualifications outlined in "Qualifications of Members of AHDI COMPONENT Board of Directors" (pages 1-3), and is a voting member of the BOD. When a Chapter Representative cannot attend a meeting, an alternate will be assigned by the local component.
5. DUTIES AND RESPONSIBILITIES:
 - a) Attends AHDI COMPONENT Board of Directors meeting for the purpose of keeping communication current between the local component represented and AHDI COMPONENT.
 - b) Communicates to local component membership all pertinent information related to AHDI COMPONENT.
 - c) Submits reports to the AHDI COMPONENT President (2) weeks prior to each BOD meeting and to the Newsletter Editor.
 - d) Brings any problems the individual local component is experiencing to the attention of the AHDI COMPONENT BOD and seeks assistance in finding solutions.
 - e) Provides information on upcoming meetings and symposia to the newsletter editor so this information can be included in the "Calendar of Events."
 - f) Provides contact information for their chapter to the BOD.
 - g) Participates in a BOD meeting with full voting rights.

II. ALL COMMITTEES

- A. A committee is a body of one or more persons delegated to consider, investigate, take action on, and/or report some matters.
- B. Committees are appointed by the President and approved by the BOD.
- C. A committee member can either be elected by the Association or appointed by the BOD. Committee members do not have to be members of the BOD.
- D. The President, subject to the approval of the BOD, shall annually appoint such special and/or subcommittees as deemed necessary.
- E. The BOD is to be notified of all meetings being held and/or canceled and rescheduled.
- F. DUTIES AND RESPONSIBILITIES:

1. The committee chairperson prepares a procedural notebook or folder for each committee, including the committee policies and procedures, the purposes and goals, and the projects, correspondence, etc. of the committee. This should be passed on each year to the new committee chair.
2. The committee chairperson sets goals for each year, long-term (six months or more) and short-term (one to six months).
3. The committee chairperson sets a target date for completion of each step of a project or activity.
4. The committee chairperson encourages input from all committee members and listens to their ideas.
5. The committee chairperson brings forth recommendations considered to the BOD and/or President and then implements them once approved.
6. The committee chairperson follows up on all activities.

G. **STANDING COMMITTEES:** Standing committees are named to function throughout the year and are given responsibilities to further various departments or projects.

1. Individual Membership
2. Corporate/Institutional Membership
3. Advertising
4. Fundraising
5. Newsletter
6. Education
7. Bylaws/ Policies and Procedures
8. Web site
9. Nominating
10. Annual Meeting and Educational Conference

H. **COMMITTEE REPORTS:**

1. A report of a committee is an official statement formally adopted by, and submitted in the name of, the reporting body informing the association of action taken and/or recommended or information obtained. When a committee is to make substantive recommendations or decisions on an important matter, it should give AHDI COMPONENT Board members an opportunity to present their views on the subject at a time scheduled by the committee.
2. All committee reports should be submitted in writing two (2) weeks before the BOD meeting.

a) A written committee report, whether printed or e-mailed, must include the title of the committee, the date of the AHDI COMPONENT Board of Directors meeting at which it is to be presented, the report, the names of the committee members, and the identification of the individual submitting the report.

b) A committee report should always be worded in the third person.

I. COMMITTEE EXPENSES:

1. Committee expenses will be reimbursed upon approval of the AHDI COMPONENT Executive BOD as funds allow. Committee business can be carried out through e-mail, board meetings, phone conversations, conference calls, etc.
2. Travel expenses for the Committee Chairperson to attend committee meetings will be handled in the same manner as those for the AHDI COMPONENT BOD.

J. SPECIAL COMMITTEES:

1. Special committees may be created by the President and approved by the BOD as deemed necessary.
2. These are temporary committees which cease to function when they have completed their duties and a report is submitted to the BOD.

K. INDIVIDUAL MEMBERSHIP COMMITTEE

1. RESPONSIBLE TO: Board of Directors of AHDI COMPONENT.
2. DESCRIPTION: Actively works with the AHDI COMPONENT BOD and Chapter Presidents to develop ideas for seeking new members, planning and executing membership drives, and encouraging attendance at meetings. Responds to requests for membership information.
3. DUTIES AND RESPONSIBILITIES:
 - a) Seeks members of the committee throughout the state. Solicits ideas from the local components to share with other local components throughout the state. Compiles these ideas and relays information to all members of the committee, Chapter Representatives, and Presidents.
 - b) Writes letters to new members, prospective members, and lapsed members inviting and encouraging them to participate and/or rejoin (see sample letters).
 - c) Has available a list of Chapter Representatives and Presidents for referral of prospective members to their area.
 - d) Knows AHDI and component membership types, qualifications, privileges, etc.
 - e) Encourages articles for newsletter.

L. CORPORATE/INSTITUTIONAL MEMBERSHIP COMMITTEE, as determined by component

1. RESPONSIBLE TO: Board of Directors of AHDI COMPONENT.

2. DESCRIPTION: Actively seeks membership from companies and organizations who provide services or products to the field of medical transcription, whether in Florida or outside of Florida. Seeks membership also from medical transcription schools and affiliated educational institutions.
3. DUTIES AND RESPONSIBILITIES:
 - a) Actively solicits, with the help of the AHDI COMPONENT Board of Directors, medical transcription service companies, medical transcription schools, medical transcription equipment companies, physician clinics, hospitals, etc., for the purpose of corporate/institutional memberships (see sample membership application).
 - b) Reviews application annually to insure proper information.
 - c) Sends up-to-date list of members to the Treasurer and to the Newsletter Editor for inclusion in each issue of The newsletter and each AHDI COMPONENT meeting program. Each member is to receive a copy of newsletter or an e-mail message with a hyperlink to newsletter.
 - d) Reports to BOD at each meeting the list of members and the revenue brought in by this membership.

M. ADVERTISING COORDINATOR

1. RESPONSIBLE TO: AHDI COMPONENT Board of Directors
2. DESCRIPTION: The purpose of the AHDI COMPONENT Advertising Coordinator is to solicit and manage advertisements for AHDI COMPONENT meetings and publications. The Advertising Coordinator works in conjunction with the Website Coordinator to ensure that advertisements are placed and removed in a timely manner.
3. DUTIES AND RESPONSIBILITIES:
 - a) The Advertising Coordinator will send out marketing letters or e-mails to potential vendors to place advertisements in upcoming publications on the AHDI COMPONENT web site. The Advertising Coordinator builds and maintains good communication and relationships with potential advertisers throughout the year.
 - b) The Coordinator will collect advertisements and payments, forwarding them to the appropriate person.
 - c) The Coordinator will send an invoice upon receiving notification that an advertiser wishes to place an ad, and send a receipt immediately upon payment.
 - d) The Coordinator will submit a written report to the Board on a quarterly basis to include advertisements and income received
 - e) Advertisers should be notified in October of the potential advertising opportunities.
4. POLICY:
 - a) For the purposes of this policy, vendor promotional materials are not considered a giveaway item.

b) Vendor solicitation and/or the distribution of vendor promotional materials will be limited to only those who participate in a scheduled event in one (or more) of the following ways:

- (1) Paid advertising in AHDI COMPONENT publications.
- (2) Sponsorships for AHDI COMPONENT functions and/or speaker expenses.
- (3) Exhibitors at scheduled events.
- (4) Contributor of door prizes, raffle items, and/or giveaways at AHDI COMPONENT events.

c) Without the previous restrictions, vendor promotional materials will be allowed for goodie bags only (in order to not compete with our exhibitors). The fee for vendor promotional materials will be equal to the current vendor booth fee. (This fee is less than exhibiting but more than a full-page premium ad space.) Vendor promotional materials will be provided to AHDI COMPONENT by the vendor, and at no cost to the component.

N. WEB PAGE ADVERTISING

1. POLICY: Advertising will be placed on the AHDI COMPONENT web site: www.fl-amt.org

2. PROCEDURE:

a) Advertisers may purchase space (133 x 37 pixels) for Logo buttons on the AHDI COMPONENT home page that connect to the advertiser's web site. The charge for this will be \$_____ a month with the minimum of 3 months at a time. Corporate/Educational members will receive a _____% discount. Ads placed for 1 year will receive the ad at an 11-month rate.

b) Banner ads will be available for those companies who would like to include graphics or a little more text. Banner ads will come in 2 sizes: Size 1 would be roughly a business-card sized rectangle (150 x 150 pixels) and Size 2 would be a long, thin horizontal rectangle (150 pixels wide x 300 pixels high). Ads placed for 1 year would be given at an 11-month rate.

c) The web site will have a classified ad page where a text-only 3-line ad can be placed for \$_____ per month for non-members and free for members.

d) Ads will be run from the first of the month till the last of the month so if an ad comes in on the 5th, it still only runs till the 30th or 31st. This should make it easier to coordinate. The advertising coordinator will keep track of the ads and give a monthly list to the webmaster.

e) These procedures should be reviewed at the end of each year.

O. FUNDRAISING AND PUBLIC RELATIONS BOOTH AT AHDI ANNUAL MEETING

1. The BOD will decide whether AHDI COMPONENT will retain a fundraising or public relations booth at the AHDI Annual Meeting. The President will acquire information on the booth from the AHDI Administrative Office. As applicable, the Fundraising Chairperson attending the AHDI meeting will have their meeting registration paid for by AHDI COMPONENT. In the event the Fundraising Chairperson is absent, an alternate will be assigned.
 - a) The Fundraising Chairperson will bring ideas to the BOD meeting and a vote is taken. A decision will be made by the BOD approximately three (3) months prior to the AHDI Annual Meeting, giving ample time to order and receive items.
 - b) No items will be sold without the approval of the BOD. The price for each item will be determined by the BOD. No consigned items will be sold in the AHDI COMPONENT booth unless they are items for sale by the local Florida chapters and have been approved for sale in the AHDI COMPONENT booth. Ten (10) percent of the gross sales above ten dollars (\$10.00) on all items sold in the local component gift shop will be retained by AHDI COMPONENT.
 - c) All monies made in the AHDI COMPONENT fundraising booth will go into the AHDI COMPONENT treasury only.
 - d) An itemized inventory of all items with prices will be submitted to the Treasurer before and after the convention. Upon return from the AHDI Annual Meeting, a written itemized report will be submitted to the Treasurer including an inventory and income from the booth. Every item sold by AHDI COMPONENT at the AHDI Annual Meeting must be accounted for.
 - e) It is the responsibility of the AHDI COMPONENT Treasurer to provide the Fundraising Chairperson a cash box, receipt book, and petty cash. The petty cash will be signed for by the Fundraising Chairperson. The Fundraising Chair will provide price labels.
 - f) The Treasurer will obtain a safety deposit box at the meeting site. Keys or combination may be given to authorized person(s) (the Fundraising Chairperson and/or designee). The authorized person is to deposit monies from the AHDI COMPONENT fundraising booth as needed throughout the day.
 - g) The Fundraising Chairperson is in charge of getting items to and from the AHDI Annual Meeting, scheduling volunteers for the booth, and setting up and tearing down of the booth.
 - h) The Treasurer and Fundraising Chairpersons are responsible for all monies received from the fundraising booth at the AHDI Annual Meeting.
 - i) A written report will be submitted at the next BOD meeting following the AHDI Annual Meeting by the Fundraising Chairperson.

P. NEWSLETTER COMMITTEE

1. RESPONSIBLE TO: The Board of Directors of AHDI COMPONENT.

2. DESCRIPTION: The newsletter committee is responsible for the compilation and notification of publication of the newsletter to the AHDI COMPONENT membership. The newsletter committee is chaired by the Newsletter Editor. The name of the Newsletter Editor will be sent to AHDI.
3. DUTIES AND RESPONSIBILITIES:
 - a) Establishes the time frame and the deadlines for the newsletter at the beginning of the year with the current AHDI COMPONENT President and BOD, as well as methods for distribution. The newsletter is usually published quarterly with an additional special issue for the ballot in September as needed.
 - b) Solicits articles and compiles newsletters. This can be done through the Board of Directors, committees, local components, and individual members.
 - c) Permission for reprint of articles, cartoons, etc. should be obtained prior to inclusion in the newsletter.
 - d) Obtains the approval of the President for all contents of the newsletter.
 - e) Newsletter should be proofread by at least two (2) people, preferably three (3), prior to publication.
 - f) Obtains the most up-to-date list of all AHDI COMPONENT members from the AHDI administrative office and sends a mass e-mail to the membership notifying them of the posting of the newsletter to the AHDI COMPONENT web site and containing a hyperlink to the site. Included in this notification are AHDI COMPONENT Corporate and Institutional Members, the AHDI President, the AHDI Administrative Office, the AHDI Component Support Team, the AHDI BOD members, and the AHDI Delegates.
 - g) Sends a read-only copy of the newsletter to the web site coordinator for publication on the AHDI COMPONENT web site.
 - h) Allows local components to place a one (1) page ad in the newsletter once a year at no charge.
 - i) The Oct/Nov/Dec issue is to include a description of the awards and the award process as well as the award nomination forms.

Q. BYLAWS/POLICIES & PROCEDURES COMMITTEE

1. RESPONSIBLE TO: AHDI COMPONENT Board of Directors
2. DESCRIPTION: The purpose of the Bylaws/Policies & Procedures Committee is to review the AHDI COMPONENT bylaws for any needed revisions. Policies & procedures revisions need approval by the AHDI COMPONENT Board of Directors only.
3. DUTIES AND RESPONSIBILITIES:
 - a) Reviews the AHDI COMPONENT bylaws/policies & procedures no less than annually and makes recommendations to the Board regarding any needed revisions.
 - b) At the direction of the AHDI COMPONENT Board of Directors, submits proposed bylaws revisions to AHDI Administrative Office for review by the AHDI Bylaws Committee.

- c) Upon receipt of approval from AHDI, distributes proposed bylaws revisions to the AHDI COMPONENT membership through the newsletter for ratification by all voting members of AHDI COMPONENT.
- d) Makes the AHDI COMPONENT Bylaws available to the general AHDI COMPONENT membership via the AHDI COMPONENT web site.
- e) Makes approved changes as necessary to the policies and procedures after every BOD meeting and sends an updated copy to each BOD member after making such changes.
- f) The Bylaws/Policies and Procedures Committee Chair maintains the working copy of the Policies and Procedures and passes it on to the Committee Chair the following year. All other copies of the Bylaws and Policies and Procedures should be read-only copies.

R. AHDI COMPONENT WEB SITE: AHDI COMPONENT has established a website to provide on-line information regarding calendar events, posting of AHDI COMPONENT newsletters, as a vehicle for elections, and listing of contact information for The Board of Directors as well as chapters. The site also provides a central repository for association forms, including but not limited to, current bylaws as well as policies and procedures. As available, chapter newsletters will be posted to the website.

1. The website provides a source of income through advertising links.
2. AHDI COMPONENT also provides a single web page containing basic chapter information to each Florida chapter at their request. This information is limited to: calendar of events, contact information, and posting of chapter newsletters and application forms.
3. AHDI COMPONENT WEB SITE COORDINATOR
 - a) RESPONSIBLE TO: AHDI COMPONENT Board of Directors
 - b) DESCRIPTION: The Web site Coordinator ensures that information is available on the AHDI COMPONENT web site. These duties may be carried out either through maintenance of the web site or passing the information to the web master. While not required, previous web site experience is helpful.
 - c) Time is of the essence in posting to web site, and the coordinator should complete tasks in a timely manner.
 - d) DUTIES AND RESPONSIBILITIES:
 - (1) Ensures that the calendar information is posted and up-to-date. This includes registration forms and information sheets as available.
 - (2) Posts the newsletter upon receipt from Newsletter Editor. Informs Newsletter Editor and President of posting, to allow for e-mail notification to members.
 - (3) Maintains up-to-date posting of AHDI COMPONENT Board Of Director names and e-mail addresses, including Committee Chairs and Chapter Representatives, as well as Chapter Presidents.
 - (4) Posts news items as requested by the AHDI COMPONENT President.
 - (5) Posts articles from AHDI COMPONENT Delegates to the Delegate Corner.

- (6) Maintains web page for individual AHDI COMPONENT chapters for posting of chapter events, newsletters, applications, or other chapter forms.
- (7) For electronic voting, establishes mechanism to allow secure voting and collection of votes.
- (8) Serves as teller in elections using electronic voting except when she/he is a candidate.
- (9) Ensures that charges for web site hosting and domain name registration are submitted to the AHDI COMPONENT Treasurer for payment.

S. NOMINATING COMMITTEE

1. RESPONSIBLE TO: AHDI COMPONENT Board of Directors.
2. DESCRIPTION: This committee seeks and compiles a list of volunteers willing to run for a position on the AHDI COMPONENT BOD.
3. DUTIES AND RESPONSIBILITIES:
 - a) The Committee Chairperson is the Immediate Past President. If the Immediate Past President cannot chair this committee, the President will appoint someone with the approval of the BOD. Other members are selected and are encouraged to assist the committee chairperson. All members of the BOD except the President are part of the nominating committee. The chair and the members are announced by the President at the Annual Meeting.
 - b) Makes available the form (refer to sample) that establishes general information of all those seeking election. This goes out to all candidates and must be returned to the Nominating Committee Chair and then to the Newsletter Editor by September 15th. A campaign statement is sought from potential candidates and is limited to 100 words. The chairperson's and committee members' names and contact information are available to aid those desiring help in the filling out of the candidacy form.
 - c) The electronic polls close November 1st.
 - d) The Teller will notify the President of the results, who will notify the candidates, the BOD, and the general membership.
 - e) Ballots will be destroyed after the next regular meeting of the BOD unless a recount is requested or a motion has been carried to delay destroying the ballots.
 - f) This committee ceases to function once its job is completed.

T. DISCLAIMERS

1. SPEAKERS
 - a) The AHDI COMPONENT-approved guest speaker statement is as follows: "All opinions expressed by guest speakers are those of the guest speaker and may not reflect the official policy or position of AHDI COMPONENT.

b) Speakers for AHDI COMPONENT events will receive a gift of appreciation worth \$25 per credit hour or \$40 per 1.5 credit hours at the end of the presentation.

c) When a speaker who is a member is booked for a presentation at the Annual Meeting, they will receive a \$25 discount on the registration category they choose, if they wish to attend the meeting. This discount is nontransferable and can only be used for the meeting in which the speaker participates.

2. VENDORS

a) The AHDI COMPONENT-approved vendor statement is as follows: "AHDI COMPONENT maintains a neutral position with all vendors and does not endorse any of the products, services, or ads contained in any publication or display."

3. ARTICLES REPRINTED OR PUBLISHED IN AHDI COMPONENT PUBLICATIONS

a) The AHDI COMPONENT-approved statement is as follows: "All articles in any AHDI COMPONENT publication, including editorials, letters, and product reviews, represent the opinions of the authors and do not reflect the official policy or position of AHDI COMPONENT, or the institution with which the author is affiliated."

U. ADVOCACY DAY COORDINATOR

1. RESPONSIBLE TO: AHDI COMPONENT Board of Directors

2. DESCRIPTION: The purpose of the AHDI COMPONENT Advocacy Day Coordinator is to organize promotional/sponsorship activities for participating AHDI COMPONENT members..

3. DUTIES AND RESPONSIBILITIES: The Advocacy Day Coordinator will organize a committee for making appointments with Florida legislators for AHDI COMPONENT members participating in the AHDI Advocacy Day activities. The coordinator will also organize a Florida State Advocacy Day. The Advocacy Day Committee will encourage AHDI COMPONENT members to participate in these activities, especially trying to get representative constituents from each district in the state.

4. PROCEDURE:

a) As soon as the AHDI Advocacy Day dates are set, the coordinator will assign committee members to make appointments with Florida legislators.

(1) A typed letter is to be faxed to each congressman's office requesting an appointment.

(2) If there is no response within 10 days, a phone call to the office should be made.

b) The Coordinator will organize the visits by office buildings.

c) The Coordinator will organize teams so that every Florida congressional office is visited and so that each team member is at least visiting the office of her/his own representative.

d) The Coordinator will make sure that the team is provided with talking points and other essential information, as well as materials for distribution to the congressmen.

e) The Coordinator will oversee the writing of follow-up notes to each congressman.

- f) The Coordinator will use the above procedures to organize the Florida Advocacy Day.
- g) The Coordinator will be reimbursed for travel and lodging related to Advocacy Day events at the same rates as the AHDI COMPONENT Executive BOD members, as funds allow.

V. CONFERENCE FOR SUCCESS – Leadership Conference

- 1. This conference is chaired by the President. The AHDI COMPONENT BOD will sponsor an annual Conference for Success to be held at a time determined by the BOD. The purpose of this conference will be to increase interest and to educate new leaders in the state. The name of this conference will be determined by the BOD, e.g., Professional Kickoff, Leadership Conference, etc.

W. AHDI COMPONENT DIGITAL PROJECTORS

- 1. Two (2) Toshiba digital projectors are the property of AHDI COMPONENT, to be used for AHDI COMPONENT business and local chapter business.
- 2. PROCEDURE:
 - a) Each of the delegates will have a digital projector in her possession and will be responsible for the whereabouts of that projector. Chapters may borrow the digital projector if it is available by having the Chapter President or Chapter Representative sign it out (see sample). If at all possible, the projector should be transferred in person. If this is not possible, it will be shipped by UPS with proper packing, insurance, and a responsibility contract with the shipper. AHDI COMPONENT will pay for the shipping costs.

X. USE OF MASS E-MAILS

- 1. AHDI COMPONENT has developed policy concerning e-mail lists in an effort to protect the privacy of members and vendors from unsolicited e-mails.
 - a) Use of mass e-mails shall be done by blind copy in order to protect the privacy of AHDI COMPONENT members, board members, and vendors in an effort to prevent unsolicited e-mails and the use of e-mail addresses without permission.
 - b) Mass e-mail content shall be related to medical transcription matters of concern to AHDI COMPONENT members, board members, and vendors as necessary for communication purposes. Mass e-mail content shall not contain any slanderous, offensive or otherwise derogatory statements regarding AHDI, AHDI COMPONENT, local chapters, individuals, medical transcription, or any other issue.
 - c) Mass e-mails are not to be used as a forum to debate issues. The AHDI COMPONENT board may make use of e-mail voting when necessary. Care and discretion needs to be used regarding “Reply” and “Reply All” responses. Mass e-mails are not to be used for forwarding of jokes, chain letters, or other similar e-mails.

Y. WEBINAR MEETINGS

1. Online meetings may be held via electronic technology for cost savings, convenience, and ease of communication.
2. PROCEDURE:
 - a) Invite attendees in advance (i.e., Go To Meeting).
 - b) Determine content of webinar and if cost assessed (member/nonmember pricing – Paypal).
 - c) Meetings should start and end on time. The use of microphones is encouraged for communication during online meetings. Mute, where practical.
 - d) Technical Support. Minimum of 2 people should have access to the webinar room for continued flow of the meeting.