

**ASSOCIATION FOR HEALTHCARE
DOCUMENTATION INTEGRITY - FLORIDA**



Policies and Procedures

Revised and Board Approved
November 14, 2009

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ABBREVIATION REFERENCE

ACE – AHDI ANNUAL CONVENTION AND EXPO (NATIONAL MEETING)

AHDI – ASSOCIATION FOR HEALTHCARE DOCUMENTATION INTEGRITY

AMEC – AHDI-FL ANNUAL MEETING AND EDUCATIONAL CONFERENCE

BOD – BOARD OF DIRECTORS

FHIMA – FLORIDA HEALTH INFORMATION MANAGEMENT ASSOCIATION

HOD – HOUSE OF DELEGATES

BOARD OF DIRECTORS

Section 1.01 QUALIFICATIONS FOR BOARD OF DIRECTORS

- a) Member in good standing of Association for Healthcare Documentation Integrity
- b) Committed to the objectives of the Association
- c) Willing to accept responsibility
- d) Keeps abreast of Association business
- e) Makes decisions that will benefit the entire membership
- f) Exercises good judgment in decision making
- g) Acts in the best behalf of the Association with accurate information and guidance
- h) Excellent communication skills
- i) Always asks questions if unsure
- j) Prepared to devote time and effort to Board assignments, projects, and activities
- k) Willing to serve as committee chair or committee member as appointed
- l) Able to view personal email every 24 to 48 hours
- m) Primary residence in the state of Florida during complete term of office

Section 1.02 ADDITIONAL QUALIFICATIONS FOR PRESIDENT-ELECT

The following are additional qualifications for the President-Elect:

- a) Leadership experience on an AHDI component board within the past 5 years
- b) Good written and verbal communication skills.
- c) Good critical thinking skills.

Section 1.03 POWERS AND DUTIES OF THE BOARD

The Directors shall have supervision, control, and direction of the affairs of AHDI-FL. All executive decisions will be approved by a simple majority of all members of the BOD. (Article V, Section 2)

Section 1.04 COMMUNICATION SKILLS

Board communication is of utmost importance. Communicate frequently. Never hesitate to contact the President. Written communication should be sent to all Board members, unless confidential.

Communication with another Board member during Board meetings will be kept to the issue on the floor. Constructive criticism and differences of opinion are encouraged.

Board members should vote in the manner she/he feels most comfortable with. Once a vote is taken and decision is made, the Board stands as a unified body.

Section 1.05 PENCHANT FOR HARD WORK AND LONG HOURS

With attendance at Board meetings, committee meetings, and annual meetings, as well as their own local component meetings, Directors may spend considerable time away from work and family.

While partial travel and lodging expenses may be reimbursed by the Association and individual local components 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.

Section 1.06 CONFIDENTIALITY

When told by the President to keep something confidential, it is the duty of the director to do so. Confidence should not be breached.

Section 1.07 COMMITMENT TO SERVICE

Regular meetings of the BOD shall be held at least quarterly via webinar technology, conference calls, or face-to-face as designated by resolution of the BOD. Special meetings of the BOD may also be held at such place and time as designated by the BOD.

- a) An agenda will be sent prior to the Board meeting indicating the time the meeting begins and any special instructions needed.
- b) The President will be informed by Directors if they are going to be late.
- c) Meetings will not be delayed for any Board member. No information will be retraced for any Board member arriving late.

- d) The request to be excused from a BOD meeting must be addressed to the President in writing as soon as the need for absence is known to the Board member.

Section 1.08 EXECUTIVE BOD

The Executive BOD members shall include the President, Vice President, Immediate Past President, President-elect, Secretary, Treasurer, and Delegates. Chapter Representatives are members of the BOD, but not considered part of the Executive BOD.

Section 1.09 REMOVAL OF A DIRECTOR

A member of the BOD may be removed from the BOD when she/he does not fulfill the duties of the position on a regular basis.

PROCEDURE

- a) There must be written documentation of this by at least 2 members, which must be brought before the Executive Board.
- b) The President and the Immediate Past President (or another Executive Board Member if one of these is the Director in question) will approach the Director and give her/him an opportunity for compliance.
- c) If she/he still does not fulfill her/his duties, the AHDI-FL Executive board will vote on whether or not to ask for the resignation of the Director.
- d) If a resignation is asked for, but the Director refuses to resign, the matter shall be brought before the BOD for a vote on removal of the Director.

Section 1.10 ATTENDANCE

- a) BOD meetings must be attended by all members of the BOD.
- b) BOD meetings are open to all AHDI members unless otherwise specified.
- c) An Executive BOD member may not miss more than 1 meeting during her/his term. Delegates and the Treasurer serve a 2-year term and thus may not miss more than 1 meeting per year of their term.
- d) Notice of meeting will be sent to BOD members 20 days prior to a scheduled BOD meeting.
- e) BOD members are required to notify the President within 10 days of meeting notification, indicating their attendance to an upcoming BOD meeting to determine if a quorum will be present.
- f) If a quorum is not confirmed in advance, the meeting will be rescheduled.

- g) The date and time of the Board meeting, if held in conjunction with the AMEC, will be determined by the President.

Section 1.11 STANDARD AGENDA FOR REGULAR MEETINGS

- a) Meeting is called to order by the President
- b) Greetings extended and determination of a quorum is established
- c) Agenda is approved as is or approved with changes
- d) Minutes of previous meeting are submitted prior to the board meeting for the board members to read and submit revisions to the Secretary to be approved by the BOD.
- e) Correspondence reported by Secretary (motions arising out of correspondence may be taken up immediately or held over for new business)
- f) Report of Treasurer
- g) Delegate and Committee reports
- h) Take up recommendations or motions
 - i) Unfinished business (itemize)
 - j) New business (itemize)
- k) Announcements
- l) Review of task list and assignments
- m) Adjournment by the President

Section 1.12 PRESIDENT JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The President is the Chief Executive Officer. The President authenticates all acts, orders, and proceedings of the component association and is ultimately responsible for the conduct of all AHDI-FL business, including but not limited to, all published material, keeping with the AHDI Code of Ethics, the AHDI bylaws, and the AHDI-FL bylaws. The President shall communicate with the administrative office, the AHDI President, and the AHDI Component Association Support Team regarding questions of policy.

The President is elected for a 1-year term and is ineligible to serve as President for 2 consecutive terms. In the event the President cannot complete her/his term of office, the Vice President takes office.

The President will hold the title of Past President only if he/she has served at least 7 months of his/her Presidency or, who as Vice President, was called upon to fill the position of President.

DUTIES AND RESPONSIBILITIES

- a) Serve as first Alternate to the HOD.
- b) Serve as presiding officer of the Board of Directors and all meetings of the BOD, the executive committee, and the members.
- c) Appoint committee chairs with the approval of the BOD. Establish special committees and task forces with approval of the BOD.
- d) Furnish committee chairs with documents that are required for the performance of their duties.
- e) Fill committee chair vacancies with approval of the BOD.
- f) Primary cosigner of checks with the Treasurer, Immediate Past President, Vice President, and President-Elect.
- g) Serve as an ex-officio, voting member of all committees except nominating committee.
- h) Write a "President's Message" for each edition of the newsletter.
- i) Approve all published materials, including newsletter and public announcements.
- j) Respond to email within 48 hours.
- k) Respond to phone messages within 24 hours.
- l) Provide an annual report to membership during the annual business meeting.
- m) Act as a liaison to AHDI.
- n) Promote leadership development by recognizing and encouraging potential leaders.
- o) Credential Delegates and Alternate Delegates for the HOD.
- p) Offer assistance to the President-Elect and Vice President in preparing to preside.
- q) Notify officers, committee members, and Delegates of their election or appointment.
- r) Show appreciation to officers and chairs of committees for devoted service.
- s) Oversee the AMEC and all committees relating to the Conference.
- t) Primary contact for professional organizations.
- u) Approve all expenditures and forwards signed vouchers to the Treasurer in a timely manner.
- v) Know the AHDI-FL bylaws, policies, and procedures.
- w) Disseminate AHDI and industry-related communications to the BOD and membership.
- x) Send notification to the members of the BOD no less than 20 days prior to the scheduled BOD meeting and request members of the BOD to reply in no less than 10 days.
- y) Perform such other duties as directed by the BOD.
- z) At the fourth (changed from third) BOD meeting of the year, the

President appoints a committee to do the annual audit at the completion of the year and prior to the first quarter BOD meeting. The Treasurer will make the records available for the audit committee.

aa) Knowledge of parliamentary procedure

Prepare an agenda of business to be transacted.

Ascertain if a quorum is present.

Preside and maintain order.

Remain absolutely fair and impartial.

State and preside over votes of all motions that legitimately come before the assembly and states results.

Decide a tie vote or not to vote at all.

Refrain from discussing or debating a motion when presiding. If debate is essential, must surrender the Chair to the Vice President until the vote has been taken.

Use "general consent," saving time when routine matters are considered.

Form: "If there is no objection, we will..."

Section 1.13 PRESIDENT-ELECT JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The President-elect serves in an advisory capacity to the President, preparing to assume the presidency the following term.

In the event that the President and Vice President cannot attend a general or executive meeting, the President-elect will preside.

In the event that the President-elect is unable to complete her/his term, a special election will be called for the purpose of filling the vacancy.

DUTIES AND RESPONSIBILITIES

- a) Serve as second alternate to the AHDI HOD.
- b) Preside in the absence of the President and Vice President.
- c) Serve as Convention Committee Chair for the AMEC to be held in the year when President.
- d) Respond to email within 48 hours.
- e) Respond to phone messages within 24 hours.
- f) Prepare to assume leadership of AHDI-FL.
- g) Responsible for obtaining a gift to present to the President at the end of the term of office.
- h) Keep a task list for all BOD meetings with followup items and

assignments,

- i) Authorized to sign checks with the President and Treasurer.
- j) Serve as the Bylaws and Policies & Procedures Committee Co-Chair with the Immediate Past President.
- k) Identify committee chairs for the following year.
- l) Perform such other duties as directed by the BOD.

Section 1.14 VICE PRESIDENT JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The Vice President may be delegated by the President to perform the duties of the President in the event of the President's temporary disability or absence from meetings and in so acting shall have all powers of the President, and shall have such other duties as the President or the BOD may assign.

The Vice President is elected for a 1-year term.

No one may serve as Vice President more than 3 times in a 5-year period.

In the event that the Vice President is unable to complete her/his term, this position will be filled by a vote of the BOD.

DUTIES AND RESPONSIBILITIES

- a) Serve as third alternate delegate to the AHDI HOD.
- b) Plan the First-Timers' function at the AMEC.
- c) Proofread correspondence and other printed materials.
- d) Train and prepare to take office if Presidency is vacated.
- e) Serve as the Advertising Chair for the newsletter, website, and AMEC program. Refer to Advertising Committee Policies.
- f) Serve on the Bylaws and Policies & Procedures Committee with the president-elect and immediate past.
- g) Cosigner of checks with the Treasurer, Immediate Past President, and President-Elect.
- h) Respond to email within 48 hours.
- i) Respond to phone messages within 24 hours.
- j) Perform other duties as may be prescribed by the BOD.

Section 1.15 SECRETARY JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The Secretary is the recording officer of the Association and keeps a full and complete record of the proceedings of Board meetings and all 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.

The Secretary is elected for a 1-year term. No one may serve as Secretary more than three times in a 5-year period.

In the event that the Secretary is unable to complete her/his term, this position will be filled by a vote of the BOD.

DUTIES AND RESPONSIBILITIES:

- a) Serve as the fourth alternate delegate to the AHDI HOD.
- b) MINUTES – Maintain official minutes of all meetings, including the annual business meeting, Board of Directors meetings, executive committee meetings, and telephone conferences.
 - 1) During the meeting, the Secretary will restate each motion after the vote.
 - 2) Minutes will be typed and submitted to the President for review, and after review within 30 days following the meeting, distributed to the Board of Directors of AHDI-FL for approval (see sample minutes).
 - 3) Responsible for distributing the minutes and making any necessary corrections as suggested and approved by the BOD at the following board meeting.
 - 4) Distribute approved copies of the final minutes to the BOD, AHDI President, AHDI Administrative Office, and AHDI Component Support Team.
 - 5) Maintain an electronic file of minutes and committee reports.
- c) RECORD BOOKS – Maintain 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. Make the bylaws available to those who want a copy.
- d) CONTACT INFORMATION – Responsible for maintaining and distributing current contact information to include addresses, telephone numbers, fax numbers, and email addresses of the members of the BOD and committee chairs.
- e) Call the meeting to order and preside in the absence of the President, Vice President, and President-Elect.
- f) Responsible for sending meeting dates to AHDI for inclusion in its publications.
- g) Prepare 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, as well as a copy of the minutes of the preceding year.

- h) Continuing Education Credit (CEC) Coordinator for the AMEC, working closely with the Onsite coordinator to obtain this information, keeping a notebook of all original approved CEC forms, and oversees that speaker introductions are written for the meeting and program.
- i) Respond to email within 48 hours.
- j) Respond to phone messages within 24 hours.
- k) Perform other duties as may be prescribed by the BOD.

Section 1.16 TREASURER JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors

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. The Treasurer disburses funds as designated by the Board of Directors.

The Treasurer shall have knowledge of, or be willing to take a class paid for by AHDI-FL, in Quicken logic so that the books may continue to be posted using the Quicken program. The Quicken program is AHDI-FL property and will be handed over to the new Treasurer each year.

The Treasurer is elected for a 2-year term. No one may serve as Treasurer more than two complete terms in a 6-year period.

In the event the Treasurer cannot fulfill her/his duties, this position will be filled by a vote of the BOD.

DUTIES AND RESPONSIBILITIES

- a) Serve as fifth alternate delegate to the AHDI HOD.
- b) Maintain financial records of all funds received and disbursed.
- c) Maintain copies of all transactions.
- d) Receive and deposit 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.
- e) Maintain checking and other bank accounts as designated by the Board of Directors.
- f) Disburse all funds as the organization may direct.
- g) Always pay by check. All checks must have two signatures, countersigned by the President, President-Elect, Immediate Past President, or Treasurer. Checks are to be printed with notation: "VOID AFTER 60 DAYS"
- h) Pay 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.
- i) Provide an up-to-date report at each Board of Directors meeting which shall be made a part of the official minutes.

- j) Provide 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.
- k) Prepare a separate AMEC Report, itemizing those expenses incurred and income received, to be available at the next BOD meeting.
- l) Prepare a monthly report to be submitted to 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.
- m) Chair Budget and Finance Committee.
- n) Chair Registration Committee for AMEC.
- o) Prepare the AMEC registration form for publication as soon as the program is set and fees determined by the BOD.
- p) Verify receipt of payments from the Corporate/Institutional Membership Chair, the Advertising Chair, and the Exhibitor/Sponsor Chair.
- q) Oversee expenditures during the AMEC with the President and questions items that are not correct.
- r) Member of the Fundraising Committee.
- s) At the fourth (changed from third) BOD meeting of the year, the President appoints a committee to do the annual audit at the completion of the year and prior to the first quarter BOD meeting. The Treasurer will make the records available for the audit committee.
- t) Responsible for preparing the tax data for the previous year and getting the information to the AHDI-FL accountant for a May 15 filing deadline.
- u) Make sure the bank has the new mailing address for the bank statements and all other correspondence by January of the new year.
- v) 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, Vice President, and Treasurer. All signers on the account should have the account number, AHDI-FL 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.
- w) Responsible for moving the account to a convenient branch of the current bank of record.
- x) Order new checks as needed.
- y) Treasurer is intimately involved in hotel planning – this is where costs are identified.
- z) Perform such other duties as directed by the BOD.

Section 1.17 IMMEDIATE PAST PRESIDENT JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors

DESCRIPTION: 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, President-Elect, and Vice President.

In the event the Immediate Past President cannot fulfill his/her duties, this position will not be filled.

DUTIES AND RESPONSIBILITIES:

- a) Serve as Parliamentarian
- b) Serve as chair of the Nominating Committee.
- c) Serve on the AMEC Exhibit Committee.
- d) Serve as the Bylaws and Policies and Procedures Committee Co-Chair with the President-Elect.
- e) Perform such other duties as may be directed by the BOD.

Section 1.18 DELEGATE JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors, AHDI HOD, and AHDI-FL members.

DESCRIPTION: Delegates act as a liaison between AHDI and AHDI-FL, representing AHDI-FL.

Delegates are elected for a 2-year term. No one may serve as Delegate for more than two complete terms in a 6-year period.

In the event a Delegate cannot fulfill her/his duties, this position is filled by an Alternate.

DUTIES AND RESPONSIBILITIES:

- a) Inform the membership pre-HOD meeting and post-HOD meeting through the AHDI-FL web site, email, and newsletter regarding the issues, proposals, and resolutions before the HOD.
- b) Delegates are to invite input from AHDI-FL members by devising questionnaires or polls to be distributed via email or the AHDI-FL web site regarding all important issues before the HOD. This function is to be performed jointly by the Delegates.
- c) Report the results from the HOD.
- d) Attend local component symposia as assigned to report iAHDI and AHDI-FL information.
- e) Entertain questions, concerns, ideas, etc., from all members.
- f) Submit quarterly reports to the President 2 weeks prior to each BOD meeting and to the Newsletter Editor for each newsletter issue.
- g) Report to the membership at the AMEC Business Meeting.

- h) Perform such other duties as directed by the BOD.

Section 1.19 CHAPTER REPRESENTATIVE JOB DESCRIPTION

RESPONSIBLE TO: Local component which they represent and the Board of Directors.

DESCRIPTION: The Chapter Representative or alternate acts as a liaison between the individual local component and AHDI-FL, representing the members of the local component.

The Chapter Representative and alternate are chosen by a method determined by the individual local component (elected or appointed), for a minimum of 1 year.

The Chapter Representative should meet the qualifications outlined in *Qualifications of Members of AHDI-FL Board of Directors*.

When a Chapter Representative cannot attend a meeting, an alternate will be assigned by the local component.

DUTIES AND RESPONSIBILITIES:

- a) Participate in BOD meetings with full voting rights.
- b) Attend BOD meeting for the purpose of keeping communication current between the local component represented and AHDI-FL.
- c) Communicate to local component membership all pertinent information related to AHDI-FL.
- d) Submit quarterly reports to the AHDI-FL President 2 weeks prior to each BOD meeting and to the Newsletter Editor for each newsletter issue.
- e) Bring problems and/or issues the individual local component is experiencing to the attention of the BOD and seek assistance in finding solutions.
- f) Provide information on upcoming meetings and symposia to the Newsletter Editor to be included in the "Calendar of Events."
- g) Provide contact information for their chapter to the BOD.
- h) Perform such other duties as directed by the BOD.

ARTICLE II. COMMITTEES

Section 2.01 DESCRIPTION

A committee is a body of one or more persons delegated to consider, investigate, take action on, and report to the BOD.

Committees and committee chairs are appointed by the President and approved by the BOD. Committee members do not have to be members of the BOD.

The President, subject to the approval of the BOD, shall annually appoint such special committees and/or subcommittees as deemed necessary.

- a) Special committees cease to function when they have completed their duties and a report is submitted to the BOD.

Section 2.02 MEETINGS

The President is to be notified of all meetings being held and/or canceled and rescheduled.

Section 2.03 COMMITTEE CHAIR

DUTIES AND RESPONSIBILITIES

- a) Maintain committee policies and procedures, the purposes and goals, and the projects, correspondence, etc. of the committee to be passed on each year to the new committee chair.
- b) Set goals with target dates for completion of each step of a project or activity.
- c) Encourage input from all committee members and listen to their ideas.
- d) Submit quarterly reports to the President 2 weeks prior to each BOD meeting and to the Newsletter Editor when required.
- e) Bring forth recommendations considered to the BOD and/or President and then helps to implement them once approved.
- f) Follow up on all committee activity.
- g) Perform such other duties as directed by the BOD.

Section 2.04 COMMITTEE REPORTS

A report of a committee is an official statement formally adopted by and submitted in the name of the reporting body informing the BOD of recommended actions to be taken. When a committee makes a substantive recommendation or decision on an important matter, the chair or representing member of the board will be given an opportunity to discuss their recommendation at the next given BOD meeting.

All committee reports should be submitted in writing 2 weeks before the BOD meeting.

- a) A written committee report must include:
 - a) Title of the committee
 - b) Date
 - c) Names of committee members
 - d) Identification of the individual submitting report

Section 2.05 STANDING COMMITTEES

Standing committees are named to function throughout the year and are given responsibilities to further various departments or projects.

- a) Individual Membership
- b) Corporate and Institutional Membership
- c) Advertising
- d) Fundraising
- e) Newsletter
- f) Education
- g) Bylaws/ Policies and Procedures
- h) Website
- i) Nominating
- j) Legislation

Section 2.06 INDIVIDUAL MEMBERSHIP COMMITTEE

RESPONSIBLE TO: Board of Directors.

DESCRIPTION: Actively works with the BOD and Chapter Presidents to develop ideas for seeking new members, planning and executing membership drives, encourage attendance at meetings, and responds to requests for membership information.

DUTIES AND RESPONSIBILITIES

- a) Responsible for the AHDI-FL brochure.
- b) Review the brochure annually.
- c) Make current brochure available to Chapter Representatives for distribution throughout the state.
- d) Make brochure available at the AHDI-FL booth at the AMEC.

- e) Seek members of the committee throughout the state.
- f) Solicit ideas from the local components to share with other local components throughout the state. Compile these ideas and relays information to all members of the committee, Chapter Representatives, and Presidents.
- g) Write letters to new members, prospective members, and lapsed members inviting and encouraging them to participate and/or rejoin.
- h) Keep an updated list of Chapter Representatives and Presidents for referral of prospective members to their area.
- i) Know AHDI and component membership types, qualifications, privileges, etc.
- j) Encourage articles for newsletter.

**Section 2.07 CORPORATE/INSTITUTIONAL MEMBERSHIP
COMMITTEE**

RESPONSIBLE TO: Board of Directors

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. Also seeks membership from medical transcription schools and affiliated educational institutions.

DUTIES AND RESPONSIBILITIES

- a) Actively solicits, with the help of the BOD, medical transcription service companies, medical transcription schools, medical transcription equipment companies, physician clinics, hospitals, etc., for the purpose of corporate/institutional memberships.
- b) Review membership application annually to insure proper information.
- c) Send up-to-date list of members to the Treasurer and to the Newsletter Editor for inclusion in each issue of newsletter and each AMEC meeting program.
- d) Each Corporate/Institutional member is to receive a copy of the newsletter via an email message with a link to website.
- e) Report to BOD at each meeting the list of members and the revenue brought in by this membership.

Section 2.08 ADVERTISING COMMITTEE

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The purpose of the Advertising Committee is to solicit and manage advertisements for AHDI-FL meetings and publications.

Committee is chaired by Advertising Coordinator, who is the serving Vice President.

DUTIES AND RESPONSIBILITIES

- a) Work with the Website Coordinator and Newsletter Editor to ensure that advertisements are placed and removed in a timely manner.
- b) Send out invitations for potential advertisers to place advertisements in upcoming publications or on the AHDI-FL website.
- c) Build and maintain good communication and relationships with potential advertisers throughout the year.
- d) Collect advertisements and payments and forward them to the appropriate person.
- e) Send an invoice upon receiving notification that an advertiser wishes to place an ad, and the coordinator will send a receipt immediately upon payment for said ad.
- f) The Coordinator will submit a written report on the status of advertisements and income from them 2 weeks before each BOD meeting.
- g) Advertisers should be notified in the fourth quarter of the following year's potential advertising opportunities.
- h) Refer to AMEC policies for Advertising Subcommittee.

Section 2.09 FUNDRAISING COMMITTEE

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The purpose of the Fundraising Committee is to oversee all fundraising activities for AHDI-FL.

The committee is chaired by the Fundraising Chair.

DUTIES AND RESPONSIBILITIES

- a) Send letters to all local components in the state prior to the AMEC requesting door prizes and donations to support the AMEC.
- b) Coordinate distribution of door prizes.
- c) Coordinate special drawings.
- d) Submit a written report on the status of fundraising and income to the President 2 weeks prior to BOD meeting.
- e) Evaluate and review potential fundraising items and events for AHDI-FL and report findings to the BOD.
- f) Keep track of fundraising inventory.

- g) Refer to AMEC and Finance policies.

Section 2.10 NEWSLETTER COMMITTEE

RESPONSIBLE TO: Board of Directors.

DESCRIPTION: The newsletter committee is responsible for the newsletter compilation and notification of publication to the membership.

The newsletter committee is chaired by the Newsletter Editor.

The name of the newsletter is Sunscripts.

The newsletter is published quarterly with an additional special issue for the ballot in September as needed.

DUTIES AND RESPONSIBILITIES

- a) Establish the time frame and the deadlines for the newsletter at the beginning of the year with the current President and BOD, as well as methods for distribution.
- b) Solicit articles and compiles newsletters from BOD members, committees, local components, and individual members.
- c) Request permission for reprinting of articles, cartoons, etc., should be obtained prior to inclusion in the newsletter.
- d) Obtain the approval of the President for all content of the newsletter.
- e) Oversee proofreading by at least 2 people, preferably 3, prior to publication.
- f) Send a read-only copy of the newsletter to the website coordinator for publication on the AHDI-FL website.
- g) Obtain the most up-to-date list of all AHDI-FL members from the AHDI administrative office and send a mass email to the membership notifying them of the posting of newsletter to the AHDI-FL website and containing a link to the site.

Notification to include Corporate and Institutional Members, the AHDI President, AHDI Administrative Office, AHDI Component Support Team, AHDI BOD members, and AHDI Delegates.

- h) Allow local components to advertise events in the newsletter at no charge.
- i) The 4th quarter issue is to include a description of the awards and the award process, as well as the award nomination forms.

Section 2.11 BYLAWS AND POLICIES & PROCEDURES COMMITTEE

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The purpose of the Bylaws and Policies & Procedures Committee is to review the AHDI-FL bylaws for any needed revisions.

The Bylaws and Policies & Procedures Committee is Co-Chaired by the President-Elect and Immediate Past President.

Policies & procedures revisions need approval by the AHDI-FL Board of Directors only.

Proposed bylaws must be approved by the board and ratified by the membership.

DUTIES AND RESPONSIBILITIES

- a) Review the AHDI-FL Bylaws and Policies & Procedures no less than annually.
- b) Make recommendations to the BOD regarding any needed revisions.
- c) At the direction of the BOD, submit proposed bylaw revisions to AHDI Administrative Office for review by the AHDI Bylaws Committee.
- d) Upon receipt of approval from AHDI, distributes proposed bylaws revisions to the AHDI-FL membership through the newsletter for ratification by all voting members of AHDI-FL.
- e) Make the Bylaws available to the general membership via the AHDI-FL website.
- f) Make 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.
- g) The Bylaws and Policies & 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.

Section 2.12 WEBSITE COMMITTEE

DESCRIPTION: AHDI-FL has established a website to provide online information regarding calendar events, posting of newsletters, as a vehicle for elections, and listing of contact information for the BOD, committee chairs, as well as chapters.

The site also provides a central repository for association forms, including the current bylaws and policies and procedures. As available, chapter newsletters will be posted to the website.

The website provides a source of income through advertising links.

AHDI-FL will provide a single webpage 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.

AHDI-FL WEBSITE COORDINATOR JOB DESCRIPTION

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The Website Coordinator ensures that information is available on the AHDI-FL website. These duties may be carried out either through maintenance of the website or passing the information to the web master. While not required, previous website experience is helpful.

DUTIES AND RESPONSIBILITIES:

- a) Ensure that the calendar and general information is posted and up-to-date. This includes registration forms and information sheets as available.
- b) Post newsletter upon receipt from Newsletter Editor.
- c) Inform Newsletter Editor and President of posting, to allow for email notification to members.
- d) Maintain up-to-date posting of BOD names and email addresses, including Committee Chairs and Chapter Representatives, as well as Chapter Presidents.
- e) Post news items as requested by the President.
- f) Post articles from Delegates to the Delegate Corner.
- g) Maintain webpage for individual chapters for posting of chapter events, newsletters, applications, or other chapter forms.
- h) Establish mechanism to allow secure voting and collection of votes.
- i) Serve as teller in elections using electronic voting except when she/he is a candidate.
- j) Ensure that charges for website hosting and domain name registration are submitted to the Treasurer for payment.

Section 2.13 NOMINATING COMMITTEE

RESPONSIBLE TO: Board of Directors

DESCRIPTION: This committee seeks and compiles a list of volunteers willing to run for a position on the BOD.

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.

DUTIES AND RESPONSIBILITIES

- a) All members of the BOD except the President are part of the nominating committee.
- b) The chair and the members are announced by the President at the AMEC.
- c) Make available the nomination form (refer to sample) that establishes general information of all those seeking election.

- d) Send to all candidates and must be returned to the Nominating Committee Chair and then to the Newsletter Editor by September 15.
- e) A campaign statement is sought from potential candidates and is limited to 100 words.
- f) 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.
- g) The electronic polls close November 1st.
- h) The Teller will notify the President of the results, who will notify the candidates, the BOD, and the general membership.
- i) 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.
- j) This committee ceases to function once its job is completed.

Section 2.14 LEGISLATION COMMITTEE

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The purpose of the Committee is to inform AHDI-FL members of pending and current legislation and work with AHDI on legislative issues, state advocacy, and AHDI's Advocacy Summit.

The committee is chaired by the Legislation Liaison.

DUTIES AND RESPONSIBILITIES

- a) Organize a committee for making appointments with Florida legislators for AHDI-FL members participating in the AHDI Advocacy Day activities.
- b) Organize a Florida State Advocacy Day.
- c) Encourage AHDI-FL members to participate in these activities, especially trying to get representative constituents from each district in the state.

PROCEDURE

- a) When AHDI Advocacy Summit dates are announced, the Legislation Liaison will assign committee members to make appointments with Florida legislators.
- b) A typed letter will be faxed and/or emailed to each congressman's office requesting an appointment. If there is no response within 10 days, a phone call to the office will be made.
- d) The Legislation Liaison will organize the visits by office buildings.

- e) The Legislation Liaison 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.
- f) The Legislation Liaison will make sure that the team is provided with talking points and other essential information, as well as materials for distribution to the congressmen.
- g) The Legislation Liaison will oversee the writing of followup notes to each congressman.
- h) The Legislation Liaison will use the above procedures to organize the Florida Advocacy Day.
- i) The Legislation Liaison will be reimbursed for travel and lodging related to Advocacy Day events at the same rates as the Executive BOD members, as funds allow.

ARTICLE III. FINANCE

Section 3.01 ANNUAL AUDIT

At the fourth BOD meeting of the year, the President appoints a committee to do the annual audit at the completion of the year and prior to the first quarter BOD meeting. The Treasurer will make the records available for the audit committee

Section 3.02 AVAILABLE FUNDS

The Treasurer will assess on a quarterly basis the budgeted and available funds assigned to travel and meeting expenses for the Executive Board. This assessment will be documented within the Treasurer's quarterly report to the BOD, including recommendations that deviate from the current BOD expenditures policy as stated in this section. The recommendations will be discussed and a vote taken by the BOD.

Section 3.03 REIMBURSEMENT

Reimbursement receipts and vouchers must be submitted to the President no later than 30 days of the date that expense is incurred.

Reimbursement receipts and vouchers for expenses incurred during the last months 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.

Section 3.04 MILEAGE

Mileage will be reimbursed for all Executive Board Members at half the current IRS guidelines, both ways, actual odometer miles. If it is cheaper to fly, airfare will be reimbursed with appropriate documentation.

Section 3.05 GENERAL EXPENDITURES

Expenditures not already covered in Policy and Procedures of over \$100 will be reimbursed to the BOD member only with prior BOD approval.

Expenditures for the printing and mailing of meeting programs and flyers are exempt from prior BOD approval; however, they are subject to the policy on bids.

For expenditures of more than \$1000, a minimum of three bids or estimates must be obtained from different companies.

- a) A written or electronic bid will be submitted by each company contacted to include the company representative, the AHDI-FL member obtaining the bid, and the date on which the bid was submitted.
- b) All bids obtained will be sent to the AHDI-FL President within one week after receipt of the third bid.

Section 3.06 QUARTERLY BOD MEETINGS

The president will make arrangements for the BOD meeting including lodging and meals.

Individual hotel reservations will be made by board members.

BOD meeting reservation expenditures will be paid by AHDI-FL for guaranteed rooms only.

If a Board member brings a guest to the meeting site, she/he will be solely responsible for all expenses of the guest.

Executive BOD members will be reimbursed expenses for the following, provided funds are available:

- a) One-half of the negotiated double-room rate. A second night will be reimbursed when approved by the BOD.
- b) Mileage or airfare, per policy.
- c) Tolls, parking, airline baggage fees, and/or taxi expenses from airport.

Section 3.07 OTHER DESIGNATED BOD TRAVEL

Executive BOD members assigned to pre-approved BOD functions including attendance to the AHDI ACE, HOD face-to-face meeting, AHDI's Advocacy Summit, FHIMA's annual meeting, ASTM meeting, AMEC, and/or local component symposia, will be reimbursed for the following, provided funds are available:

- a) A stipend of \$30 per day if requested and approved prior to the function. This stipend is not provided for AHDI-FL Board meetings or for AHDI-FL Annual Meeting (see expense appendix).
- b) Early-bird registration
- c) One-half of the negotiated double-room rate
- d) Mileage or airfare, per policy
- e) Tolls, parking, airline baggage fees, and/or taxi expenses from airport

Reimbursement will be paid upon receipt of completed expense report, receipts, and a copy of the written article to be published in the first newsletter after the attended event.

AHDI-FL will reimburse expenses related to attendance at ASTM meetings for the President or her/his designee. Proof of participation will be an article written for Sunscripts.

Section 3.08 PRESIDENT

The President will be reimbursed as per above policy.

- a) The AHDI-FL AMEC registration fee shall be waived.
- b) Their room should be included in the hotel negotiations. If it is not included, one-half of the negotiated room rate will be reimbursed.
- c) Florida local component symposia throughout the year will be attended whenever possible and paid per policy above.

Section 3.09 PRESIDENT-ELECT

The President-Elect will be reimbursed as per above policy.

- a) Florida local component symposia throughout the year will be attended whenever possible and paid per policy above.

Section 3.10 IMMEDIATE PAST PRESIDENT AND PAST PRESIDENTS

Registration fee will be waived to AHDI-FL AMEC for the immediate 2 years following term in office as President, as long as AHDI membership is maintained. Thereafter, registration to the AHDI-FL AMEC will be discounted by 50% as long as AHDI membership is maintained.

Section 3.11 TREASURER

The Treasurer will be reimbursed as per above policy.

- a) The AHDI-FL AMEC registration fee shall be waived.

Section 3.12 DELEGATES

The Delegates will be reimbursed as per above policy.

- a) Expenses to attend to the AHDI face-to-face HOD meeting.
- b) Expenses to attend assigned Florida local component symposia, including early registration fee.
- c) Expenses will be reimbursed, as funds allow, for yearly membership to ASTM and, additionally, for attendance and participation at ASTM meetings as scheduled throughout the year. A report will be submitted to Sunscripts for the issue immediately following the meeting attended. Expenses will be reimbursed for one-half the IRS rate for mileage or for airfare and hotel expenses (half room rate).

Section 3.13 COMMITTEE EXPENSES

Committee expenses will be reimbursed upon approval of the Executive BOD, as funds allow.

Committee business can be carried out through e-mail, webinars, board meetings, phone conversations, conference calls, etc.

Pre-approved travel expenses for the Committee Chair to attend committee meetings will be handled in the same manner as those for the BOD.

Section 3.14 FUNDRAISING CHAIR

The following expenses will be paid to travel to AHDI ACE, if the BOD approves a fundraising booth at the meeting:

- a) Early-bird registration to AHDI ACE

- b) One-half of the negotiated room rate
- c) Mileage or airfare, per policy
- d) Tolls, parking, airline baggage fees, and/or taxi expenses from airport
- e) Reimbursement will be paid upon receipt of completed expense report, receipts, and a copy of the written article to be published in the first newsletter after the attended event.

Section 3.15 AMEC ONSITE COORDINATOR

The Onsite Coordinator's AMEC registration fee will be waived. Their room should be included in the hotel negotiations. If it is not included, one-half of the negotiated room rate will be reimbursed.

Section 3.16 RETURNED CHECKS - DISHONORED OR INSUFFICIENT FUNDS

The party responsible for a returned check will be contacted by the Treasurer within 1 week of bank notification, via certified letter. Said party must pay, within 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-FL account. Payment must be made in the form of a money order or cashier's check only.

If the responsible party does not comply, this matter will be recorded in the minutes and no further checks will be accepted from this individual.

A copy of all letters will be kept with the returned check and the return receipt in the Treasurer's records.

A cumulative list of uncollected bad checks will be maintained.

The President, Treasurer, and designee shall take all steps possible and available to AHDI-FL to collect monies resulting from returned checks, insufficient funds, and collection of related fees.

Section 3.17 REQUEST FOR ADVANCE FUNDS

A request for advance funds can be made by a BOD member for AHDI-FL business only to include purchasing a plane ticket for an AHDI-FL assignment, door prizes for AMEC, and/or software pertinent to BOD position, etc.

PROCEDURE

- a) A receipt for any items purchased must be sent to the Treasurer within 30 days of receiving the advance.

- b) Any money not utilized will be returned to the Treasurer within 2 weeks.
- c) This is not to be used as a personal loan or for personal purchases.
- d) This advance will be given only with the President's approval.
- e) There is a limit of \$300 for an advance request. If more than \$300 is needed, BOD approval is necessary.
- f) When any monies are paid out by AHDI-FL in advance for an individual to attend a function and that individual does not attend, reimbursement must be made in full within two weeks after the event.

Section 3.18 REFUND POLICY

There will be no refunds given to Exhibitors who have contracted with AHDI-FL. 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.

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.

Section 3.19 ACCOUNTANT

At the beginning of the new term of the incoming Treasurer, a letter of introduction should be sent to the AHDI-FL Accountant of Record to establish communication.

Section 3.20 MEMORIAL FUND

AHDI-FL has established a memorial fund to accept contributions donated in memory of anyone who is special to AHDI-FL. Contributions may be made in memory of a past member or friend of our association.

Contributions to the memorial fund will be sent to the Treasurer. The Treasurer will send a thank you letter to the contributor, with copies to the family, recognizing the contribution.

Section 3.21 AHDI-FL BROCHURES

There is an allocation of up to \$300 annually for revision and printing of the brochure.

Section 3.22 SPEAKER GIFTS

Speakers for AHDI-FL 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.

When a speaker is booked for a presentation at the AMEC, 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.

Section 3.23 AMEC ENTERTAINMENT AND DECORATIONS

The combined budget for entertainment and decorations shall total \$850. Any extra expense over this amount must be presented to the BOD for approval.

The type and cost (\$1000 limit) of awards will be approved by the Executive BOD. Awards will be ordered from an appropriate vendor.

ARTICLE IV. AMEC

Section 4.01 FORMAL NAME

The formal title of the annual convention is the "AHDI-FL Annual Meeting and Educational Conference." Referred to as AMEC.

Section 4.02 HOST CHAPTER

The hosting chapter will be awarded \$1000 from AHDI-FL for hosting the AMEC, to be presented at that AMEC.

Section 4.03 AMEC COMMITTEE

RESPONSIBLE TO: Board of Directors

DESCRIPTION: The purpose of the committee is to organize and assign responsibilities for the AMEC. The Committee is in charge of coordinating all aspects of the AMEC, including but not limited to, site visitations, registration, door prizes, name badges, programs, exhibitors, sponsors, volunteers, advertising, decorations, awards, workshops, fundraising, speakers, entertainment, etc.

The President is the Committee Chairperson.

The committee should include, but is not limited to, the Immediate Past President, President-Elect, current President, and Onsite Coordinator.

The AMEC is the responsibility of the BOD, including the selection of the site and all financial matters.

The subcommittees include, but are not limited to, registration, hostess, program, door prizes, exhibits, advertising, publications, decorations, awards, and fundraising.

Recommendations of the Committee are presented to the BOD for final approval.

- a) The committee chair organizes and oversees all AMEC subcommittees.
- b) The committee should meet no less than every 2 months.
- c) The President should be in touch with the hotel periodically throughout the year.
- d) Updates of subcommittee meetings must be submitted to the President within 10 days following each meeting.
- e) Communication between the Committee Chair and the BOD should be continual.
- f) Menus should be decided with the Onsite Coordinator, President, and Treasurer.
- g) The following decisions should be made by a majority vote of the AMEC Committee as a whole:
 - 1) Meeting schedule
 - 2) Centerpiece designs
 - 3) Distribution of door prizes (times, location, volunteers, etc.)
 - 4) Theme and colors (program, exhibit drapes, signs, etc.)

Section 4.04 REQUIREMENTS FOR AMEC SITE

- a) Lodging for 250-300 guests.
- b) Exhibit room space of no less than 5,000 square feet in close proximity to the meeting rooms.
- c) Meeting room space (separate from exhibit room) should accommodate approximately 175 attendees.
- d) Banquet facilities for 200-250 people with stage.
- e) Restrooms should be located in close proximity to meeting rooms and should accommodate 8 to 10 people.
- f) Restaurant seating to accommodate 125 in one sitting.
- g) Room rates comparable with prior years.

- h) Easy access to members throughout the state.
- i) Transportation to and from airport, recreation, and shopping areas.
- j) Two complimentary suites, one for the Onsite Coordinator(s) and one for the President, will be negotiated with the hotel. In the event any room cost is incurred by either of these two individuals, said cost will be reimbursed by AHDI-FL.

Section 4.05 SELECTION OF SITE HOTEL

- a) The President receives requests to host the AMEC for the year after the next from local components by the third board meeting of the year.
- b) At the fourth quarter BOD meeting, the written proposals will be presented to the entire BOD.
- c) The BOD will choose the location where AMEC will be held.
- d) The BOD will approve an Onsite Coordinator (usually a volunteer from the local component).
- e) The President contacts a convention planner or the Chamber of Commerce in the area requesting consideration for information on hotels that meet the AMEC requirements.
- f) Requests for Proposals are submitted to the hotels that qualify as possible site locations for return to the AMEC Committee Chairperson within 30 days.
- g) The President, President-Elect and Onsite Coordinator(s) will make onsite inspections of the hotels that submitted proposals for the purpose of comparing the different sites.
- h) Updated proposals and recommendations will be presented at the next regularly scheduled BOD meeting.
- i) The BOD will then choose the hotel location for the AMEC. This decision must be made no later than 1 year before the scheduled meeting.
- j) The committee works closely with convention personnel from the hotel.

Section 4.06 ONSITE COORDINATOR RESPONSIBILITIES

- a) In conjunction with the President, Onsite Coordinator receives information from all subcommittees and reports directly to the BOD.
- b) Provide a written report to the BOD at each regular meeting, detailing the activities of the committee.
- c) Oversee obtaining speakers for the program, arranging for their audiovisual requirements to be met, and their speaker gifts to be purchased.
- d) Chair the Hostess Subcommittee.

- e) Oversee obtaining and summarizing curriculum vitae for each speaker for approval of Continuing Education Credits.
- f) The AHDI-FL Secretary will submit requests for CEC approval from AHDI and will also oversee the writing of speaker introductions once she receives the pertinent information.
- g) Oversee hostesses for the introduction of speakers.
- h) Coordinate receipt of AMEC programs, brochures, vendor giveaways and arranges with the Hostess Subcommittee for those items to be placed in the tote bags.
- i) Select someone to print name tags upon receipt of registrants' information from the Treasurer. Arrange with the Hostess Subcommittee to insert name tags in badge holders along with paid event tickets and appropriate ribbons.
- j) Maintain a list of possible local exhibitors and/or sponsors and provides a list to the Exhibitor Chairperson.
- k) Oversee design and provision of table decorations for functions within the guidelines of the BOD.
- l) Oversee obtaining banquet decorations and entertainment.

Section 4.07 REGISTRATION SUBCOMMITTEE

This committee is chaired by the Treasurer who has sole responsibility for the Registration Desk.

- a) Receive the registration forms and fees from registrants, marking the form "payment received," verifies AHDI membership, and sends confirmation notice to registrant.
- b) Maintain a list of registrants, including names, mailing addresses, email addresses, telephone numbers and local component affiliations for the BOD report, requesting vendors, and future reference.
- c) Provide sign-in sheets of all paid registrations at the Registration Desk.
- d) Keep all original registration forms available at the Registration Desk.
- e) Obtain safety deposit box at meeting site. Keys may be given to authorized person(s) (Fundraising Chair and/or designee).
- f) Collect and deposit monies from Registration Desk and AHDI-FL fundraising booths as needed throughout the day.
- g) All monies to be deposited by Treasurer at the end of the conference.
- h) Order name badge ribbons as needed.
- i) Organize registrant information for name badges (name, position, component association, city, and state), and provides to the person selected by Onsite Coordinator to print the name tags.
- j) Arrange for a Hostess Subcommittee member to print function tickets.
- k) Arrange for a message board to be placed near the Registration Desk.

- l) Provide a Registration Desk Work Schedule and requests help from the BOD, the Hostess subcommittee and Past Presidents, etc.

Section 4.08 HOSTESS SUBCOMMITTEE

This committee is chaired by the Onsite Coordinator. This committee should be comprised of local component members with the assistance of the BOD.

- a) Fills tote bags with programs and giveaways.
- b) Assembles name badges with name tags, function tickets, and appropriate ribbons.
- c) Take tickets for meal functions at the entrance door.
- d) Help to staff the Registration Desk, especially to answer general questions.
- e) Introduce speakers.
- f) Check immediate audio-visual equipment needs of speakers. Provides assistance as necessary.
- g) Turn down lights and closes doors in meeting rooms when necessary.
- h) Run errands as necessary to ensure the speaker is comfortable, e.g. supplies a glass of water if requested.
- i) Present each speaker with a gift (\$25 per credit hour, \$40 per 1.5 credit hours) of appreciation at the end of the presentation.

Section 4.09 DOOR PRIZE SUBCOMMITTEE

This committee is chaired by the Onsite Coordinator in conjunction with the Fundraising Chair. It obtains door prizes and items used for drawings. Door prizes and drawings will be given out throughout the AMEC as designated by the BOD.

- a) Send letters to various parties such as local vendors, local components, etc., requesting (non-charitable) donations of door prizes.
- b) Collect and hold door prizes.
- c) Bring the door prizes to the AMEC.

Section 4.10 EXHIBIT SUBCOMMITTEE

This committee is chaired by the Immediate Past President or her designee.

- a) Obtain exhibitors (vendors) to display products, services, or employment opportunities pertinent to medical transcriptionists.
- b) AHDI-FL will not accept product information from vendors who are not exhibitors, advertisers, or donators to the AMEC.

- c) Every exhibitor will receive pre- and/or post-convention registration lists free.
- d) Send exhibit packet to all national, state and local vendors (transcription, word processing equipment, medical reference book publishers, transcription services, hospitals and clinics, office equipment and furniture, etc.) requesting their participation.
- e) If a reply has not been received by 90 days prior to the AMEC, the subcommittee chair will periodically contact vendors by telephone, email, or fax.
- f) Contact vendors who have indicated on their contract that they wish to sponsor an activity or make a donation to obtain their preference.
- g) Send a copy of exhibitor/sponsorship forms to Committee Chairperson and Treasurer.
- h) If received, sends ad copy and advertising contract to the Advertising Committee Chairperson.
- i) Provide a detailed list of all exhibitors to the Committee Chair and BOD.
- j) Assemble and organize exhibitor packets to include:
 - 1) Name badge
 - 2) Program
 - 3) Meal tickets
 - 4) Thank you letter
 - 5) Evaluation form
- k) Each exhibitor receives a vendor's guest pass at 1 per exhibitor booth purchased, and they are to be notified that additional passes may be purchased at \$50 per pass.
- l) Oversee security arrangements for the exhibit area during evening and off hours with approval of the BOD.
- m) Designate committee personnel available in the exhibit area throughout the exhibit hours.
- n) Obtain booth requirements for exhibitors.
- o) Offer vendors who are AHDI or MTIA members a 50% early registration discount for up to 2 medical transcriptionists.
- p) Assign booth spaces.

Section 4.11 ADVERTISING SUBCOMMITTEE

This committee is chaired by the Advertising Coordinator, the serving Vice President.

- a) Solicit advertisements pertinent to the medical transcriptionist for the AMEC program. AHDI-FL will not accept product information from vendors who are not exhibitors, advertisers, or sponsors to the AMEC.

- b) Send letters to local components, vendors, hospitals, clinics, and exhibitors with ad specifications for the AMEC Program, including dimensions and prices.
- c) Upon receipt of ads, they are evaluated for appropriateness and then submitted to the Program Chairperson. The Program Chair then compiles and edits the information to be used in the program. The Advertising Coordinator sends the payment and pertinent information to the Treasurer.

Section 4.12 PROGRAM SUBCOMMITTEE

This committee is chaired by an individual approved by the BOD. Compiles and edits all information for the purpose of composing the AMEC Program.

- a) Choose and obtain program cover appropriate for the AMEC theme with the approval of the Executive BOD.
- b) The program "Microsoft Publisher" is the property of AHDI-FL and is purchased to aid in the development of the AMEC program. It will be passed on to whomever is developing the program each year.
- c) Obtain printing services for the program in order to make the program available to the Registration Committee 2 weeks prior to the AMEC.

Section 4.13 ENTERTAINMENT SUBCOMMITTEE

This committee is chaired by the Onsite Coordinator. This committee exists for the purpose of offering suggestions of various types of entertainment available in the local area. They will view, evaluate, and make recommendations of performances regarding their appropriateness to the theme of the convention. This information is presented to the BOD for approval.

- a) Submit assortment of entertainment options to convention committee for approval.
- b) View entertainment selections for talent and appropriateness to theme.
- c) Provide cost analysis of entertainment options and submits report to AMEC Committee.

Section 4.14 DECORATIONS SUBCOMMITTEE

This committee is chaired by the Onsite Coordinator. Obtains and provides centerpieces for the Annual Business Meeting meal function, President's Reception, and Annual Banquet as deemed necessary by the BOD.

- a) Bring ideas and/or suggestions for the decorations to the BOD, including prices, size, colors, etc.
- b) Order approved decorations and arranges for their delivery to the

appropriate functions.

- c) The combined budget for entertainment and decorations shall total \$850. Any extra expense over this amount must be presented to the BOD for approval.

Section 4.15 AWARDS SUBCOMMITTEE

This committee is chaired by the President. It identifies awards to be given at the Annual Business Meeting and/or Annual Banquet. These awards may include Member of the Year Award, Educator of the Year Award, Industry Award, Spirit Award, Sunshine Award, and others as decided upon by the BOD.

- a) Award Description: The Member of the Year Award has been developed to recognize and honor those AHDI-FL members who have contributed much to our profession and are outstanding AHDI-FL members. This award nominee is nominated by AHDI-FL members and voted on by the BOD. This nominee may not be a member of the BOD.
- b) Award Description: The Educator of the Year Award has been developed to recognize and honor a member who demonstrates a commitment to furthering the profession of medical transcription through education. This award nominee is nominated by AHDI-FL members and voted on by the BOD.
- c) Award Description: The Sunshine Award has been developed to recognize and honor a Local Chapter. The Chapter's history and accomplishments as well as Chapter growth should be taken into consideration for this nomination. This award nominee is nominated by AHDI-FL members and voted on by the BOD.
- d) Award Description: The Industry Support Award has been developed to recognize and honor a special sponsor or vendor for medical transcription. This is a person, business, or organization that has gone over and above the call of duty for AHDI-FL and its members. This award nominee is nominated and voted on by the BOD.
- e) Award Description: The Spirit Award has been developed to recognize and honor someone who has given their time, expertise, etc., selflessly in an effort to help and/or promote AHDI-FL. This person is not necessarily a AHDI-FL member. This is someone who is seen as a true asset to AHDI-FL. This award nominee is nominated and voted on by the BOD.

POLICY

- a) AHDI-FL will offer Awards that will be presented at AMEC.
- b) Any AHDI-FL member can offer one nomination for Member of the Year, Educator of the Year, and Sunshine Award.
- c) Anyone on the BOD can offer one nomination for Industry Support Award and Spirit Award.
- d) The recipient will receive a certificate, plaque and/or a gift as approved.
- e) Previous recipients will be ineligible for nomination for the three-year period

immediately following their selection, with the exclusion of the industry award.

- f) Members of the AHDI-FL Executive Board of Directors are ineligible for the Member of the Year Award, but can receive the other awards offered.

PROCEDURE

- a) An article describing the Awards and the selection process, along with a nomination form, is to appear in the October/November/December edition of newsletter.
- b) The type and cost (\$1000 limit) of awards will be approved by the Executive BOD. Awards will be ordered from an appropriate vendor.
- c) Deadline for nominations is the first AHDI BOD meeting of the new year unless otherwise extended. Nominations should be addressed to the President. Nominations may be mailed or hand-delivered.
- d) All AHDI-FL members are eligible to submit a nomination for an Award; however, only one nomination per AHDI-FL member will be accepted. Nominating forms shall be provided in newsletter. For a nomination to be declared valid, it must be submitted in writing on the nomination form, and signed by the member making the nomination.
- e) The AHDI-FL BOD will review the nominations and vote by secret ballot to select the recipient of the Award. The AHDI-FL President may vote only to break a tie. The AHDI-FL President will count the ballots.
- f) Attendance at AMEC is not a requirement for acceptance of this award.

Section 4.16 FUNDRAISING SUBCOMMITTEE

This committee is chaired by the Fundraising Chairperson. This committee proposes items and implements the sale of these items at the AMEC.

- a) LOCAL CHAPTERS BOOTH
 - 1) All items sold by the participating local chapters at the AHDI-FL AMEC must be approved by the AHDI-FL Fundraising Chairperson, the President, and/or the BOD 30 days prior to AMEC.
 - 2) The Treasurer and Fundraising Chairperson are responsible for cash box, receipts, and petty cash at the booth.
 - 3) Each local chapter will be responsible for getting their own merchandise, getting items to and from the AMEC, and pricing items. Each local chapter will also need volunteers to work in the booth.
 - 4) An inventory of items to be sold will be given to the Fundraising Chairperson prior to the AMEC. At the end of AMEC, items are to be counted and sales reported accordingly.
 - 5) Ten 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-FL.
 - 6) The Fundraising Chairperson is responsible for submitting an itemized

report to the Treasurer of all items sold within 30 days following the AMEC.

- 7) The display fee is waived for the AMEC booth, and no fee shall be charged to individual local components other than as outlined in (e) above.

b) AHDI-FL FUNDRAISING BOOTH

- 1) The AHDI-FL fundraising booth is the responsibility of the Fundraising Chairperson. In the absence of the Chairperson, the AHDI-FL Treasurer will be in charge. In the absence of both, the President will be in charge.
- 2) The booth will be open during the times the exhibitors' booths are open.
- 3) It is the responsibility of the Fundraising Chairperson to schedule coverage during booth hours.
- 4) It is the responsibility of the Fundraising Chairperson to schedule help to set up and dismantle the booth.
- 5) The AHDI-FL fundraising booth will be provided with \$100 in petty cash from the AHDI-FL treasury prior to the beginning of the convention. This is to be subtracted from the gross receipts for an accurate count. The Fundraising Chairperson will sign for the petty cash.
- 6) A cash box and receipt books will be provided by the Treasurer.
- 7) The Fundraising Chairperson is responsible for all monies received at the booth to be given to the Treasurer throughout the day. At the end of each day, all monies collected will be counted by two individuals (Treasurer and Fundraising Chairperson) for accuracy. A handwritten account will be made for each day's receipts.
- 8) All monies collected will be kept in a safe deposit box provided by the hotel. Monies are not to be kept in an individual's room.
- 9) A written itemized report of all items sold and monies collected will be given to the AHDI-FL Treasurer within 30 days following the convention.
- 10) The Fundraising Chairperson is responsible for getting items to and from the convention.

Section 4.17 DISCLAIMERS

SPEAKERS

- a) The AHDI-FL-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-FL.
- b) Speakers for AHDI-FL 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 AMEC, 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.

VENDORS

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

Section 4.18 ARTICLES REPRINTED OR PUBLISHED IN AHDI-FL PUBLICATIONS

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

Section 4.19 CONTINUING EDUCATION CREDIT COORDINATOR

Continuing Education Credit (CEC) Coordinator for the AMEC, working closely with the Onsite coordinator to obtain this information, keeping a notebook of all original approved CEC forms, and oversees that speaker introductions are written for the meeting and program.

Section 4.20 EVALUATION FORMS

Standardized meeting form evaluations will be used annually, and the next year's meeting can use the information to improve on any prior events, speakers, activities, etc.

ARTICLE V. GENERAL

Section 5.01 VENDOR POLICY

For the purposes of this policy, vendor promotional materials are not considered a giveaway item. Vendor solicitation and/or the distribution of vendor promotional materials will be limited to only those who participate in AHDI-FL events in one (or more) of the following ways:

- a) Paid advertising in AHDI-FL publications.
- b) Sponsorships for AHDI-FL functions and/or speaker expenses.
- c) Exhibitors at AHDI-FL events.
- d) Contributor of door prizes, raffle items, and/or giveaways at AHDI-FL events.

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-FL by the vendor, and at no cost to AHDI-FL.

Section 5.02 WEBSITE ADVERTISING

POLICY: Advertising will be placed on the AHDI-FL website, www.fl-amt.org.

PROCEDURE

- a) Advertisers may purchase space (133 x 37 pixels) for Logo buttons on the AHDI-FL home page that connect to the advertiser's website.
- b) The charge for this will be \$20.00 a month with the minimum of 3 months at a time.
- c) Corporate/Educational members will receive a 10% discount.
- d) Ads placed for 1 year will receive the ad at an 11-month rate.
- e) Banner ads will be available for those companies who would like to include graphics or a little more text.
- f) Banner ads will come in 2 sizes.
 - Size 1 would be roughly a business-card sized rectangle (150 x 150 pixels)
 - Size 2 would be a long, thin horizontal rectangle (150 pixels wide x 300 pixels high).
- g) The website will have a classified ad page where a text-only 3-line ad can be placed for \$10.00 per month for non-members and free for members.
- h) 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.
- i) The advertising coordinator will keep track of the ads and give a monthly list to the webmaster.
- j) These procedures should be reviewed at the end of each year.

Section 5.03 FUNDRAISER BOOTH AT AHDI ACE

- a) The President will acquire information on the booth from the AHDI Administrative Office before second quarter board meeting and present to board.
- b) The BOD will decide whether AHDI-FL will retain a fundraising or public relations booth at the AHDI ACE.

- c) A decision on giveaway item will be made by the BOD approximately 3 months prior to the AHDI ACE, giving ample time to order and receive items.
- d) In the event the Fundraising Chairperson is absent, an alternate will be assigned to the meeting.
- e) No items will be sold without the approval of the BOD.
- f) The price for each item will be determined by the BOD.
- g) No consigned items will be sold in the AHDI-FL booth unless they are items for sale by the local Florida chapters and have been approved for sale in the AHDI-FL booth.
- h) Ten percent of the gross sales above \$10 on all items sold in the local component gift shop will be retained by AHDI-FL.
- i) All monies made in the AHDI-FL fundraising booth will go into the AHDI-FL treasury.
- j) An itemized inventory of all items with prices will be submitted to the Treasurer before and after the convention. Upon return from the AHDI ACE, a written itemized report will be submitted from the Fundraising Chair to the Treasurer including an inventory and income from the booth. Every item sold by AHDI-FL at the AHDI ACE must be accounted for.
- k) Treasurer will provide the Fundraising Chair a cash box, receipt book, and petty cash. The petty cash will be signed for by the Fundraising Chair.
- l) The Fundraising Chair is in charge of getting items to and from the AHDI ACE, scheduling volunteers for the booth, supplies, and setting up and tearing down of the booth. The Fundraising Chair will provide price labels.
- m) The Treasurer will obtain a safety deposit box at the meeting site. Keys or combination may be given to authorized person(s) (the Fundraising Chair and/or designee). The authorized person is to deposit monies from the AHDI-FL fundraising booth as needed throughout the day.
- n) The Treasurer and Fundraising Chair are responsible for all monies received from the fundraising booth at the AHDI ACE.
- o) A written report will be submitted at the next BOD meeting following the AHDI ACE by the Fundraising Chair.

Section 5.04 FIRST QUARTER AHDI-FL CONFERENCE

- a) This conference is chaired by the President.
- b) The BOD will sponsor an annual conference to be held at a time determined by the BOD.
- c) The purpose of this conference will be to increase interest and to educate new leaders in the state.

- d) The name of this conference will be determined by the BOD, e.g., Professional Kickoff, Leadership Conference, etc.
- e) The meeting space and arrangements will be secured by the President, President-elect, or designee.
- f) BOD to discuss and decide at 3rd quarter board meeting whether to hold this conference the following year.

Section 5.05 RECORD STORAGE

AHDI-FL will share records storage with the Central Florida Chapter (CFC) and pay one-half the total monthly charge. One storage key will be made available to be held by an Executive BOD member as designated by the President.

Section 5.06 DIGITAL PROJECTORS

Two Toshiba digital projectors are the property of AHDI-FL, to be used for AHDI-FL business and local chapter business.

PROCEDURE

- a) Each of the delegates will have a digital projector in her possession and will be responsible for the whereabouts of that projector.
- b) Chapters may borrow the digital projector if it is available by having the Chapter President or Chapter Representative sign it out (see sample).
- c) 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-FL will pay for the shipping costs.

Section 5.07 EMAIL

AHDI-FL has developed policy concerning email lists in an effort to protect the privacy of members and vendors from unsolicited email.

- a) Use of mass email shall be done by blind copy in order to protect the privacy of AHDI-FL members, board members, and vendors in an effort to prevent unsolicited email and the use of email addresses without permission.
- b) Mass email content shall be related to medical transcription matters of concern to AHDI-FL members, board members, and vendors as necessary for communication purposes.

- c) Mass email content shall not contain any slanderous, offensive or otherwise derogatory statements regarding AHDI, AHDI-FL, local chapters, individuals, medical transcription, or any other issue.
- d) Mass email is not to be used as a forum to debate issues.
- e) The AHDI-FL board may make use of email voting when necessary.
- f) Care and discretion needs to be used regarding "Reply" and "Reply All" responses.
- g) Mass email is not to be used for forwarding of jokes, chain letters, or other similar email.

Section 5.08 BYLAWS

Proposed bylaws must be approved by the BOD and ratified by the membership.

Section 5.09 POLICIES AND PROCEDURES

Policies and procedures revisions need approval by the AHDI-FL Board of Directors only.

Section 5.10 BUSINESS CARDS

One set of business cards will be provided for the President-Elect and Delegates.

- a) A draft copy of the card will be provided to the individual for approval before printing.
- b) Any changes in personal information necessitating ordering a new set of business cards will be the financial responsibility of that member.
- c) The set of business cards issued to the President-Elect will be used throughout the 3-year term of President-Elect, President and Immediate Past President.