

**SPACE COAST CHAPTER  
Policies and Procedures**

**MEETINGS**

**POLICY: BOARD OF DIRECTORS MEETINGS** **REVISED: 06/10/98**

1. Quarterly meetings of the Board of Directors shall be held in January, April, July, and October, unless specified otherwise.
2. The January meeting of the Board of Directors shall be a joint meeting of outgoing and incoming Directors.

**PROCEDURE:**

The President shall designate the time and place and notify the Board of Directors.

**POLICY: GENERAL MEMBERSHIP MEETINGS** **REVISED: 06/10/98**

1. Quarterly Chapter meetings shall be held in February, May, August, and November, unless specified otherwise.
2. The February meeting shall be the Annual Symposium.
3. The November meeting shall include the Annual Business Meeting.

**POLICY: SPECIAL MEETINGS** **REVISED: 06/10/98**

1. The President shall have the power to call special meetings as deemed necessary.

**POLICY: AHDI-FL FIRST STATE SPONSORED MEETING OF THE YEAR** **REVISED: 11/8/09**

1. The Chapter shall pay the Early Bird Registration fee for the Chapter Representative, or designee, to attend the AHDI-FL First state sponsored meeting of the year.

**POLICY: AHDI-FL ANNUAL MEETING** **REVISED: 06/10/98**

1. The Chapter shall pay the Early Bird Registration fee for the President, or designee, to attend the AHDI-FL annual meeting.

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**POLICY: ANNUAL SYMPOSIUM** **REVISED: 11/8/09**

1. The Annual Symposium shall be held the third Saturday of February, whenever possible.

**PROCEDURE:**

1. A Symposium Committee shall be established to handle door prizes, vendors, registration, drawings, speakers, publicity, decorations, sponsors for breaks, hostesses for introduction of speakers, person to handle audiovisual equipment, obtain thank- you gifts for speakers, and program design, printing, and distribution.
2. Meeting shall be held beachside, whenever possible.
3. Size of meeting room for capacity of 75-100, availability of extra space for displays, vendors, fund-raising, membership table, registration table, price of food, accessible location, location of bathrooms, accessibility for special needs people, etc., are considerations when checking into available hotels.
4. Should get corporate rate from the hotel for people who wish to stay overnight.
5. Should check with hotel for complimentary services such as note pads, pencils, etc.
6. Should get the menus for selection of lunch, morning, and afternoon breaks.
7. Registration form (sample attached) shall contain speaker disclaimer, cancellation/refund policy, hotel room rates, hotel reservation deadline, and luncheon statement:
  - a. Disclaimer – “speakers may be subject to change.”

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- b. Cancellation/Refund Policy: "Requests for cancellation/refund must be received by the President or the Treasurer no later than seven (7) days before the event; no refunds shall be issued for less than seven (7) days notification."
- c. Luncheon is included in registration fee."
8. Registration form shall also include the statement, "Please check/state here if you are disabled and require special services."
9. Annual Symposium registration form shall be submitted to AHDI-FL newsletter editor by appropriate deadline.
  - a. Additionally, Annual Symposium registration form shall be mailed to other interested parties at least 2 months, preferably 3 months..
  - b. Registration form and registration fees are to be returned to the Symposium Chair.
10. Provide the Continuing Education Coordinator a copy of the speaker topics and curriculum vitae as in advance as possible for submission to the Medical Transcriptionist Certification Program (MTCP) for prior approval of credits.
11. Symposium program packet (sample attached) shall include:
  - a. Title page.
  - b. Agenda - to include the guest speaker statement, "All opinions expressed by guest speakers are those of the guest speakers and may not reflect the official policy or position of SCC."
  - c. Agenda - to include food statement.
  - d. Speaker biographies.
  - e. Continuing Education form (may be included with Agenda).
  - f. Evaluation sheet.
  - g. List of Vendors - to include the vendor statement, "The SCC maintains a neutral position with all vendors and does not endorse any product or service advertised within the SCC publications or exhibited at SCC meetings."
  - h. Registrant name tag - to include chapter affiliation and/or city.
12. The SCC President shall extend an invitation to the AHDI-FL President to give the keynote address at lunch; registration fee shall be waived. The SCC President shall extend invitations to the Florida delegates to the AHDI House of Delegates to deliver pertinent remarks; registration fees shall be waived.
13. Guest speakers shall be invited to stay for a complimentary lunch.
14. An exhibition fee shall be assessed to vendors exhibiting their products at the Symposium; one complimentary lunch is included; additional lunches shall be the responsibility of the vendor group.
15. The registration table shall be arranged to process registrants in the most expeditious and nonobstructive method as possible.
16. The Chapter signboard shall be prominently placed with meeting agenda displayed.
17. The President shall open the Symposium with a welcome to registrants and introduce special guests, AHDI/AHDI-FL Board members, other chapter presidents and/or chapter representatives. All Chapter members should circulate and make guests feel welcome throughout the Symposium.
18. The appropriate time to discuss the following year's symposium is immediately after that year's symposium. Selection of the next year's facility should be made as far in advance as possible so as to insure availability and publicity.

### **MISCELLANEOUS**

#### **POLICY: STATEMENT REGARDING VENDORS**

**REVISED: 06/24/98**

1. The SCC shall have an approved vendor policy statement that will appear in all SCC newsletters. This approved vendor policy statement will appear in all SCC symposium/meeting programs where vendor displays are available.

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2. The SCC approved vendor statement is as follows:

‘The SCC maintains a neutral position with all vendors and does not endorse any product or service advertised within the SCC publications or exhibited at SCC meetings.

**POLICY: STATEMENT REGARDING GUEST SPEAKERS** **ADOPTED: 8/10/97**

1. The SCC shall have an approved guest speaker policy statement that will appear in all SCC newsletters and on all SCC symposium programs.
2. The SCC approved guest speaker statement is as follows:  
“All opinions expressed by guest speakers are those of the guest speakers and may not reflect the official policy or position of the SCC.”

**POLICY: CANCELLATIONS/REFUNDS** **REVISED: 06/10/98**

1. The Chapter shall refund the entire paid registration fee with a minimum of seven (7) days notice of cancellation from the registrant.

**PROCEDURE:**

1. Any registrant who wishes to cancel a registration and request a refund must contact the Treasurer or the President no later than seven (7) days before the event.
2. Cancellations with less than seven (7) days’ notice may not be entitled to any reimbursement, at the discretion of the Board of Directors.

**POLICY: CERTIFICATION EXAMINATION** **REVISED: 11/8/09**

1. Chapter shall waive the registration fee for one SCC Annual Symposium for any SCC member who passes the CMT or RMT Exam. This offer is valid only for the symposium immediately following the date of notification of passing the exam. To qualify for this offer, said member must pay Chapter dues by January 1 of the year in which the exam is taken and must notify the Treasurer within thirty (30) days of notification of passing the exam.

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**BYLAWS/POLICIES AND PROCEDURES**

**POLICY: BYLAWS COMMITTEE ADOPTED: 08/10/97**

1. The Vice President shall serve as the Bylaws Committee Chair.

**POLICY: DISTRIBUTION OF BYLAWS**

**ADOPTED: 08/10/97**

1. The Bylaws Committee shall provide a copy of the Bylaws to the Membership Committee for inclusion in the membership packet and distribution to all new members.

**POLICY: REVISION OF BYLAWS**

**ADOPTED: 08/10/97**

1. The Bylaws Committee shall review the Bylaws annually; make recommendations for revisions to the Board of Directors, and forward results of the review to AHDI.

**POLICY: POLICIES AND PROCEDURES**

**REVISED: 06/10/98**

1. Policies and Procedures may be created, amended, revised, or deleted at any time by a majority vote of the Executive Committee.

**POLICY: DISTRIBUTION OF POLICIES AND PROCEDURES**

**REVISED: 06/10/98**

1. The Bylaws Committee shall provide a copy of the Policies and Procedures to the Membership Committee for inclusion in the membership packet and distribution to all new members.

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**ELECTIONS**

**POLICY: NOMINATING COMMITTEE**

**REVISED: 11/8/09**

1. The Nominating Committee shall be appointed by the Board of Directors and perform all duties in accordance with the Chapter Bylaws.

**PROCEDURE:**

1. Select a Chair.
2. Obtain current SCC Roster.
3. Call Practitioner Members to seek candidates.
4. Create ballot to include AHDI membership number on the ballot (see attached sample), and forward a copy of the ballot to AHDI.
5. Establish postmark deadline for receipt of ballots two (2) weeks prior to November meeting.
6. Compile short biography for each candidate to accompany ballot.
7. Post online or mail ballots to all Practitioner Members at least thirty (30) days prior to established postmark deadline.

**POLICY: BALLOTS**

**REVISED: 11/8/09**

1. Each ballot shall require the member's AHDI membership number.
2. Ballots without a current (verifiable) AHDI membership number will be considered void.
3. Each ballot must be individually postmarked or cast electronically by the established deadline.
4. Ballots shall be destroyed by the Teller after the next regular meeting of members unless:
  - a. A recount has been requested.
  - b. A motion has been carried to delay destroying the ballots.

**POLICY: TELLER/COUNTERS**

**REVISED: 11/8/09**

1. The President shall appoint a Teller and two Counters at least thirty (30) days prior to the November meeting for the election and/or presentation of Officers.
2. The President shall furnish the Teller with a current list of Practitioner Members for verification of voting eligibility.
3. The Counters shall tabulate the ballots in accordance with the Bylaws of the Chapter.

**PROCEDURE:**

1. Teller receives ballots by mail or electronically if voting online.
2. Teller verifies AHDI membership number against current membership roster.
3. Teller places unopened ballots in locked box or secured online.
4. Counters open ballots and tally results five (5) days after postmark deadline.
5. Teller notifies President of results.

**POLICY: NOTIFICATION OF CANDIDATES**

**ADOPTED: 11/8/09**

1. All candidates shall be notified of the election results following counting of the ballots.

**PROCEDURE:**

1. Immediately after counting ballots, Teller shall notify the President of the ballot results.
2. The President shall to see that all candidates are notified immediately of the election results and AHDI is notified by AHDI deadline.

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**FINANCES**

**POLICY: DUES**

**REVISED: 11/8/09**

1. The Chapter shall assess annual membership dues. Dues are not refundable or transferable.
2. Dues are established and subject to change upon two-thirds approval of the Board of Directors.
3. The fiscal year of the Chapter shall be from January 1 through December 31, or as the Board may determine.
4. Dues shall be paid annually. Treasurer shall send each member a notice of dues by November 1, in accordance with the Bylaws, and the amount shown on each notice shall be due by December 1.

Annual dues January 1 through December 31 shall be:

Practitioner Membership	\$20 per year
Associate Membership	\$20 per year
Sustaining (retired or inactive) Membership	\$10 per year
Student Membership	\$10 per year
Institutional Membership	\$100 per year
Corporate Membership	\$100 per year

5. After July 31, new membership dues for the remainder of the fiscal year shall be assessed at one-half the annual rate.
6. Annual dues include a one-year subscription for the Chapter newsletter.

**PROCEDURE:**

1. Any member who fails to pay dues by December 15 shall be considered delinquent and the Treasurer shall notify the member in writing of the delinquency.
2. The delinquency notice shall contain a statement that, if the dues are not paid by December 31, the membership shall automatically lapse without further notice.

**POLICY: RETURNED CHECKS**

**ADOPTED: 08/10/97**

1. The payor for a returned check shall be given one week to pay the amount of the check along with any and all bank charges debited to the SCC account because of the returned check.
2. If payment is not received in one week, a final written notice shall be sent with a two-week deadline.
3. If payment is not received after the two-week deadline, this matter shall become recorded in the SCC minutes and no checks will be accepted from said payor for the next two-year period.

**PROCEDURE:**

1. The Treasurer shall contact the payor regarding the returned check within one week of bank notification. The payor shall be given one week from that notification to pay the amount of the check along with any and all bank charges debited to the SCC account for the returned check.
2. If this issue is not resolved within that one-week deadline, a certified letter with return receipt shall be sent to the payor. This will give the payor two weeks from the date of this final written notice to pay the amount of the check, along with all bank charges debited to the SCC account because of the returned check. Also, the payor shall be informed in this letter that, if they do not comply, this matter shall be recorded in the SCC minutes and no future check will be accepted from them for the next two-year period.

**POLICY: BOARD EXPENDITURES**

**REVISED: 06/10/98**

1. Expenditures up to \$25 shall be reimbursed to Directors without prior Board approval.
2. Expenditures of \$25 and over shall be reimbursed to Directors but must have prior Board approval.
3. Expenditures of \$25 and over that have not received prior Board approval shall be reimbursed if:
  - a. Reimbursement form and receipt are received within 45 days of said expense.
  - b. Approval is granted with a majority vote by the Board.

**PROCEDURE:**

1. Directors seeking reimbursement of any expenditure must submit a receipt and a reimbursement request form within 45 days of said expense to the Treasurer.

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**POLICY: BOARD REIMBURSEMENT**

**ADOPTED: 08/10/97**

1. Mileage (at current IRS rate), overnight accommodation at meeting location, and other expenses required for the Chapter Representative to participate at AHDI-FL Board of Directors meetings, upon approval of the SCC Board of Directors.

**POLICY: EXECUTIVE COMMITTEE ENTITLEMENT**

**ADOPTED: 10//30/12**

Upon notification by an Executive Committee member of annual AHDI dues renewal, the Chapter Treasurer shall submit to that member a check, payable to AHDI one-half of the renewal fee as funds allow.

**POLICY: INSTITUTIONAL MEMBERSHIP**

**ADOPTED: 08/10/97**

1. Upon application to the Chapter and payment of appropriate dues, any health care delivery or education institution which employees or trains medical transcriptionists is eligible for Institutional Membership.
2. Institutional members shall not be entitled to vote, hold office, or serve on a committee.
3. All Institutional members shall be allowed to purchase advertising space within Chapter publication at a 20% discount off the current rate.
4. Institutional Membership shall include a one-year subscription to the Chapter newsletter.
5. Institutional Membership shall permit two representatives to attend the SCC Annual Symposium at the member rate.

**POLICY: CORPORATE MEMBERSHIP**

**ADOPTED: 08/10/97**

1. Upon application to the Chapter and payment of appropriate dues, any company or manufacturer providing services or products to the field of medical transcription shall be eligible for Corporate Membership.
2. Corporate members shall not be entitled to vote, hold office, or serve on a committee.
3. All Corporate members shall be allowed to purchase advertising space within Chapter publication at a 20% discount off the current rate.
4. Corporate Membership shall include a one-year subscription to the Chapter newsletter.
5. The vendor fee and cost of lunch for two representatives at the SCC Annual Symposium shall be waived for the Corporate member.

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**NEWSLETTER**

**POLICY: SUBSCRIPTIONS**

**REVISED: 11/8/09**

1. All members shall receive the newsletter as part of their membership.

**POLICY: ADVERTISING**

**REVISED: 11/8/09**

1. Newsletter advertising shall be accepted at the following rates:
  - Full Page      yearly \$100.00; per issue \$30.00
  - Half Page      yearly \$ 50.00; per issue \$15.00
  - Quarter Page   yearly \$ 25.00; per issue \$ 7.50
  - Business Card yearly \$ 15.00; per issue \$ 5.00
2. Transcription-related classified advertising of up to four lines maximum shall be free of charge to Chapter members.
3. Transcription-related classified advertising shall be accepted at a rate of \$1.00 per line for nonmembers.
4. The Board of Directors/Executive Committee reserve the right for final approval of all advertisements within the newsletter.

**POLICY: PUBLISHING**

**REVISED: 06/10/98**

1. The newsletter shall be published quarterly, the first day of February, May, August, and November, and shall be known as the **STAT Report**.
2. Deadline for articles to be submitted for the newsletter shall be the 15th of January, April, July, and October.
  - a. Each Director shall submit an article for each newsletter by the deadline.
3. Members shall be encouraged to submit articles and information of interest to the newsletter editor.
4. Compilation of the newsletter shall be the responsibility of the Newsletter Editor.
5. Final approval of and responsibility for all articles published in the newsletter lies with the President.

**POLICY: DISTRIBUTION**

**REVISED: 11/8/09**

1. The newsletter shall be posted online and/or mailed to all Chapter members no later than 10 days prior to the next meeting.
2. Copies of the newsletter shall be available for guests attending the regular meetings of the SCC.
3. Complimentary copies of the newsletter (announcing speaker and reviewing speaker) shall be sent to the guest speaker(s).
4. Copies of the newsletter shall go to the AHDI President, AHDI National Office, AHDI Board Partner, AHDI-FL President, and President and Chapter Representative of each Florida component association.



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**BOARD OF DIRECTORS**

In accordance with the Bylaws, the Board of Directors is comprised of:

1. Executive Committee:
  - a. Officers (President, Vice President, Recording/Corresponding Secretary, Treasurer, and Immediate Past President)
  - b. Chapter Representative
2. Committee Chairs.

**EXECUTIVE COMMITTEE**

**POLICY: MEETING ATTENDANCE**

**REVISED: 06/10/98**

1. Board of Directors meetings, Executive Committee meetings, and quarterly Chapter meetings shall be attended by each member of the Executive Committee.
2. A Director not able to attend a meeting must notify the President prior to scheduled meeting.

**POLICY: JOB DESCRIPTIONS**

**REVISED: 11/8/09**

**PRESIDENT:**

**SUMMARY:** The President is the chief executive officer. The President authenticates all acts, orders, and proceedings of the chapter and is ultimately responsible for the conduct of chapter business, including but not limited to printed material, in keeping the AHDI Code of Ethics, the AHDI Bylaws, the SCC Bylaws, and the SCC Policies and Procedures. The President shall communicate with the administrative office, the AHDI President, and the AHDI Board Partner regarding questions of policy. The President is the facilitator, the delegator, the motivator, and the final authority. However, if the President is doing all of the work, something is wrong. The President's time should be spent in management and direction and helping members develop accountability, responsibility, and pride in achievement. The Chapter should strive to send the President to the AHDI/AHDI-FL annual meetings. While representing the SCC, the President receives many helpful suggestions and valuable support by networking with association leaders across the country.

**Duties and Responsibilities:**

1. Serves as the presiding officer of the Board of Directors and at all meetings of the Board, the Executive Committee, and the members.
2. Appoints committee chairs with approval of the Board of Directors, except the Nominating Committee Chair.
  - a. Immediately after the election and prior to assuming office, the President-Elect should identify committee chairs, study the job descriptions and a membership list, and identify members to fill each position. Committee members are then appointed jointly by the President and the committee chairs.
3. May establish special committees and task forces with approval of the Board.
4. Fills vacancies on committees with approval of the Board.
5. Appoints a Parliamentarian.
6. Has such other powers and duties as may be prescribed by the Board.
7. Is an ex officio, voting member of all committees except the Nominating Committee.
8. Provides a president's message for quarterly newsletter by the deadline.
9. Approves all printed materials, e.g., newsletter and public announcements. .
10. Is ultimately responsible for the conduct of all Chapter business, including but not limited to all printed material, in keeping with the AHDI Code of Ethics.

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11. Submits the Annual Report of the component association to the AHDI Administrative Office by December 31 for distribution to the AHDI President and AHDI Board Partner.
12. Acts as liaison with AHDI, AHDI-FL, and other Florida component associations.
13. Represents the SCC at the AHDI and AHDI-FL Annual Meetings or appoints an alternate. The Chapter shall pay the Early Bird Registration fee, as funds are available.
14. Assists the President-Elect in preparing to preside if applicable.
15. Has signature card on file at the component association's bank and co-signs all component association checks with the Treasurer or the Vice President.
16. Maintains Chapter easel, signboard, and laser pointer.
17. Maintains an office notebook containing current job description, copies of minutes to all meetings, Policies and Procedures, Bylaws, and other reports/correspondence pertaining to that office.

### **Preparing to Preside:**

Adequate preparation is essential to effective leadership for both the beginner and experienced leader. There is no substitute.

### **Before a meeting, the President:**

1. Knows the SCC Bylaws, Policies and Procedures.
2. Learns basic parliamentary procedure.
3. Reviews minutes of previous meeting to determine what reports are due and if anything has been postponed to the next meeting.
4. Consults with officers and committee chairs for items to include on the agenda.
5. Prepares an agenda of business to be transacted and distributes copies of the agenda to appropriate persons prior to the meeting.
6. Contacts Program Chair and Sunshine Network Chair to confirm arrangements for facility and speaker prior to the meeting.
7. Arrives early, and starts and ends meeting on time.
8. Brings Chapter easel, signboard, and laser pointer.

### **During a meeting, the President:**

1. Verifies a quorum (20%) of Practitioner Members is present.
2. Recognizes any guests.
3. Maintains order utilizing parliamentary procedure.
4. Keeps business meeting moving, stays on topic.
5. Addresses issues only, not personalities.
6. Expedites business by the use of a general consent on routine business.
7. Is prepared with facts on "hot" issues.
8. Guards against taking a vote too soon, allowing the opportunity for everyone who wishes to speak to do so. Makes sure that everyone understands the question by repeating the motion before the vote. After the vote, indicates its effect.
9. Provides direction and motivation in obtaining goals.
10. Encourages member participation.

### **IMMEDIATE PAST PRESIDENT**

**SUMMARY:** The Immediate Past President serves on the Board of Directors the year immediately following the term as President to assist with the responsibilities and duties of the Board and to serve as a resource for the President and Vice President. The Immediate Past President provides valuable experience to the Board, establishes continuity, and is one of its most important resources in identifying and encouraging potential leaders.

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### **Duties and Responsibilities:**

1. As assigned by the Board of Directors.
2. Provides an article for the quarterly newsletter prior to the deadline.

### **VICE PRESIDENT**

**SUMMARY:** The Vice President, in the absence of the President, performs all duties of the President and, in so acting, has all the powers and responsibilities of the President. The Vice President assists the President and performs such other duties as prescribed by the President and the Board of Directors.

### **Duties and Responsibilities:**

1. Presides in the temporary absence or disability of the President.
2. Assumes the office of the President in the permanent absence or disability of the President to complete that term of office.
3. Performs such other duties as may be prescribed by the President and the Board of Directors.
4. Submits an article to the quarterly newsletter by the deadline.
5. Has signature card available at component association's bank to co-sign Chapter checks in the absence of the President or Treasurer.
6. Serves as the Bylaws Committee Chair.
7. Maintains attendance spreadsheet of all meetings.
8. Maintains an office notebook containing current job description, copies of minutes of all meetings, Policies and Procedures, Bylaws, and other reports/correspondence pertaining to that office.

### **RECORDING/CORRESPONDING SECRETARY**

**SUMMARY:** The Secretary keeps a full and complete record of the all official proceedings including Board of Directors, Executive Committee, and General Membership meetings. The Secretary is responsible for all written correspondence of the SCC (upon content approval by the President).

### **Duties and Responsibilities:**

1. Maintains official minutes of all meetings, including General Membership, Board of Directors, and Executive Committee Meetings.
2. Submits minutes to the Board for correction within two weeks following meeting for approval by the Board within four weeks following meeting.
3. Distributes copy of minutes, approved and signed, including agenda, profit and loss statement, and roster of attendees, to AHDI-FL President and AHDI Administrative Office for distribution to AHDI President and Board Partner if applicable.
4. Writes letters of appreciation to guest speakers and vendors.
5. Prepares written correspondence of the SCC (upon content approval by the President).
6. Presides over the SCC business meeting in the absence of the President or Vice President.
7. Submits summary of previous business meeting to the quarterly newsletter by the deadline.
8. Performs such other duties as may be prescribed by the Board of Directors.
9. Keeps on file all written committee reports and signed roster of quarterly meeting attendance, as well as the master roster of attendance and provides copy to the Sunshine Network prior to each meeting.
10. Maintains an office notebook containing current job description, copies of minutes to all meetings, Policies and Procedures, Bylaws, and other reports/correspondence pertaining to that office.

### **TREASURER**

**SUMMARY:** The Treasurer is the chief financial officer of the SCC. The Treasurer monitors the receipt of funds and safely keeps all funds of the component association, and deposits and disperses funds as designated by the Board of Directors.

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### **Duties and Responsibilities:**

1. Maintains financial records of all funds. .
2. Maintains checking and other bank accounts as designated by the Board of Directors.
3. Co-signs checks with the President. Assures signature cards are current and include President, Vice President, and Treasurer. Does not sign blank checks.
4. Provides access to financial records for annual audit or upon the direction of the President or Board.
5. Provides an up-to-date financial report and a profit and loss statement at each quarterly Board of Directors meeting which shall be made a part of the official minutes forwarded to AHDI; submits results of annual audit (actual income/expense report) to AHDI by deadline and to membership in May newsletter.
6. Authorizes expenditures within the guidelines of the SCC Bylaws and Policies and Procedures.
7. Participates in budget planning; prepares and submits budget to AHDI by deadline..
8. Submits current treasury status quarterly for publication in the newsletter; additionally submits annual actual income/expense report for publication in the first newsletter issued for the year.
9. Sends dues notifications for upcoming year by November 1. Notifies members who have not paid dues by December 15 of the delinquency and informs them that, if dues are not received by December 31, the membership will automatically lapse without further notice.
10. Forwards new member/subscriber information to Membership Chair, President, and Newsletter Editor within seven (7) days, by E-mail if possible.
11. Performs such other duties as may be prescribed by the Board.
12. Annual payment for liability insurance shall be made to AHDI by the deadline announced.
13. Other items required by AHDI to be forwarded to the Administrative Office:
  - a. Chapter's bank account identification number(s).
  - b. Bank's name, address, and account number(s).
  - c. Names of officers authorized to sign checks.
  - d. Copy of voided check.
  - e. Copy of chapter's annual member investment invoice.
14. If the chapter is tax exempt under AHDI's federal IRS ruling, all required paperwork for the annual report exempt organization tax return shall be completed and returned to AHDI by the deadline announced by AHDI.
15. Maintain Chapter asset inventory.
16. Works in conjunction with the Membership Chair to maintain the following Chapter member and newsletter subscriber data:
  - a. SCC Roster which includes all classes of membership. This list shall be submitted to AHDI by March 1.
    1. Member name
    2. Class of membership
    3. Address and telephone number
    4. AHDI# and expiration date
    5. CMT# and expiration date
  - b. SCC Board of Directors Master List which includes all data from the SCC Roster, as well as newsletter subscriber data, to include names, addresses, and telephone numbers. This list shall be updated and made available at each quarterly Board of Directors meeting.
17. Maintains an office notebook containing current job description, copies of minutes to all meetings, Policies and Procedures, Bylaws, and other reports/correspondence pertaining to that office.

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### **CHAPTER REPRESENTATIVE**

**SUMMARY:** The Chapter Representative to AHDI-FL is a member of the SCC Board of Directors, the SCC Executive Committee, and the AHDI-FL Board of Directors. This is an elected position and the term shall be for two years.

#### **Duties and Responsibilities:**

1. Is elected to this position and serves a term of two years.
2. Serves as a member of the SCC Board of Directors and the Executive Committee.
3. Attends all official AHDI-FL meetings as a member of the AHDI-FL Board of Directors and serves on AHDI-FL committees.
4. Reports from the SCC to AHDI-FL and from AHDI-FL to the SCC.
5. If unable to attend a AHDI-FL meeting, notifies the SCC President a minimum of 48 hours in advance so that an alternate can be appointed.
6. Submits a report to the SCC Board of Directors within two weeks of each AHDI-FL meeting.
7. Provides an article to the quarterly newsletter by the deadline regarding AHDI-FL Board meetings and AHDI-FL activities.
8. Provides an article for each AHDI-FL newsletter regarding SCC activities.
9. Gives oral report of AHDI-FL activities and Board meetings at the General Membership meetings.
10. Represents the SCC at the AHDI-FL First state sponsored meeting of the year. The Chapter shall pay the Early Bird Registration fee.
11. Shall be reimbursed mileage (at current IRS rate), overnight accommodation at meeting location, and other expenses as required for the Chapter Representative to participate at AHDI-FL Board of Directors meetings, upon approval of the SCC Board of Directors.
12. Performs other such duties as prescribed by the SCC Board of Directors.
13. Maintains an office notebook containing current job description, copies of minutes to all meetings, Policies and Procedures, Bylaws, and other reports/correspondence pertaining to that office.

**SPACE COAST CHAPTER  
Policies and Procedures**

**COMMITTEES/COMMITTEE CHAIRS**

**POLICY: MEETING ATTENDANCE**

**ADOPTED: 08/10/97**

1. Each Committee Chair is a member of the Board of Directors and shall attend the Board of Directors meetings and quarterly Chapter meetings.
2. A Committee Chair not able to attend a Board of Directors or quarterly Chapter meeting must notify the President prior to scheduled meeting and make arrangements for presentation of the committee report.

**POLICY: COMMITTEE CHAIRS**

**REVISED: 10/14/99**

1. Each Committee Chair, with the exception of the Nominating Committee Chair, shall be appointed by the President with the approval of the Board of Directors.
2. Each Committee Chair shall have a written report available for presentation at each Board of Directors meeting and annual Chapter business meeting.
3. Each Committee Chair shall submit an article to the quarterly newsletter by the deadline regarding the committee's activities.
4. Each Committee Chair shall submit an annual report of the committee's activities to the President by December 1.
5. Each Committee Chair shall forward present records to the appointed incoming Chair.

**POLICY: JOB DESCRIPTIONS**

**REVISED: 11/8/09**

**BYLAWS COMMITTEE**

1. The Vice President shall serve as the Committee Chair.
2. Refer to Bylaws/Policies and Procedures Section on page 4.

**NEWSLETTER COMMITTEE**

1. The Committee Chair shall be known as the Newsletter Editor.
2. Refer to Newsletter Section on page 8.

**NOMINATING COMMITTEE**

Refer to Elections Section on page 5.

**SYMPOSIUM COMMITTEE**

Refer to Symposium Section on pages 1, 2, and 3.

**WAYS AND MEANS COMMITTEE**

1. Suggests or obtains suggestions for fund-raising activities. .
2. Obtains prior approval by the Board of Directors for all fund-raising projects of the SCC.
3. Implements approved fund-raising activities.
4. Ways and Means Chair maintains accurate records of fund-raising activities and submits them to the Treasurer in a timely manner.

**CONTINUING EDUCATION/PROGRAM COMMITTEE**

1. The Committee Chair shall be known as the Continuing Education Coordinator.
2. The Continuing Education Coordinator shall serve as the Cert Connector for MTCP.
2. The Continuing Education Coordinator shall submit the PSA form to MTCP for approval.
3. MTCP approval shall be forwarded to the Chapter Secretary for filing along with the approved meeting minutes and the sign-in sheet.

## **SPACE COAST CHAPTER Policies and Procedures**

4. Three quarterly Program Chairs shall be selected and shall be known as the May Chair, August Chair, and November Chair.
  - a. Each program chair is responsible for meeting arrangements:
    1. Speaker.
      - a. Provide speaker's topic to President.
      - b. Provide speaker's curriculum vitae and lecture topic to CEC for MTCP approval.
      - c. Provide speaker's address to Secretary for thank-you letter.
      - d. Provide speaker's topic and address to Newsletter Editor for complimentary issues of newsletter announcing/reviewing speaker.
      - e. Ascertain speaker's audiovisual needs and arrange for same.
      - f. Introduce speaker at meeting.
      - g. Present speaker with gift at end of lecture.
    2. Meeting room.
      - a. Provide detailed directions/map to meeting to Newsletter Editor.
      - b. Arrange for meeting room and setup.
      - c. Arrange for refreshments.

### **LIBRARY COMMITTEE**

1. The Committee Chair shall be known as the Librarian.
2. Material shall be loaned to Chapter members for individual use only.
3. Material shall be loaned for a period of fourteen (14) days.
4. It is the responsibility of the borrower to maintain the material in good condition and to return the material promptly.
5. A deposit of \$25.00 shall be required for borrowing a single SUM Program cassettes and equipment. A deposit of \$40.00 shall be required for borrowing Advanced SUM Program Modules. This deposit must be made in cash and shall be returned upon return of material in appropriate condition.
6. A late fee shall be charged for overdue material at the rate of \$5.00 per day for cassettes and equipment and \$0.25 per day for books. Outstanding late fees must be paid prior to further lending.
7. It is the responsibility- of the borrower to communicate with the Librarian regarding checking out or returning items. This communication should be during regular business hours, as specified by the Librarian.

### **SUNSHINE NETWORK**

1. Duties at quarterly Chapter meetings:
  - a. Obtains a roster of attendance from the Secretary prior to each meeting, encourages attendees to sign, and returns signed roster to the Secretary- at the end of the meeting.
  - b. Acts as hostess(es) by greeting attendees, providing name tags, and introducing all guests to the President.
  - c. Procures and brings wrapped speaker gift(s) to each meeting.
2. Sends cards of congratulations, sympathy, and get-well to Chapter members as appropriate.
3. Maintains the Chapter photo album and displays this album at quarterly meetings.
  - a. Arranges for photography at all Chapter functions.
4. Provides member interviews for inclusion in the quarterly newsletter.
5. Provides telephone contact functions at the direction of the President.

## **SPACE COAST CHAPTER Policies and Procedures**

### **MEMBERSHIP COMMITTEE**

1. Shall be comprised of the Committee Chair, known as the Membership Chair, and volunteer committee members.
2. Membership shall have SCC membership applications (see attached sample) and AHDI membership applications available at all quarterly Chapter meetings.
3. Membership Chair shall provide a membership packet to all new Members.

#### **PROCEDURE:**

1. The membership packet shall consist of:
  - a. Letter of welcome to the Chapter for all members.
  - b. CD, paper or electronic copy of Chapter Bylaws.
  - c. CD, paper or electronic copy of Policies and Procedures.
  - d. Copy of the last Chapter newsletter if available and/or a list of the Board of Directors with their email addresses and telephone numbers.
4. Membership Chair shall provide information to prospective Chapter members, to include letter of introduction and copy of the latest Chapter newsletter.
5. Membership Chair shall have a written report available for each quarterly Board of Directors and Annual Business meeting.
6. Membership Chair shall introduce all new members and prospective members (since the preceding quarterly Chapter meeting) during the quarterly Chapter meeting.
7. Membership Committee shall be responsible for continuous recruiting of new members.
8. Membership Chair shall submit an article to the quarterly newsletter by the deadline regarding committee activities and status of the Chapter membership
9. Works in conjunction with the Treasurer to maintain the following Chapter member and newsletter subscriber data:
  - a. SCC Roster which includes all classes of membership. This list shall be submitted to AHDI by March 1.
    1. Member name
    2. Class of membership
    3. Address and telephone number
    4. AHDI# and expiration date
    5. CMT# and expiration date
  - b. SCC Board of Directors Master List which includes all data from the SCC Roster, as well as newsletter subscriber data, to include names, addresses, and telephone numbers. This list shall be updated and made available at each quarterly Board of Directors meeting.
10. Forwards all electronic correspondence to members as directed by the Board of Directors.
11. Maintains an office notebook containing current job description, copies of minutes to all meetings, Policies and Procedures, Bylaws, and other reports/correspondence pertaining to that office.



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**SPACE COAST CHAPTER**  
**Policies and Procedures**

Dear

The Space Coast Chapter for Medical Transcription has chosen the Ramada Oceanfront Resort, Satellite Beach, Florida as the site of our 8th annual symposium. This exciting event will be held February 20, 1999 from 7:30 to 4:30 P.M.

Exhibit spaces are available for only \$25.00 each. This price includes lunch for one representative. Additional lunch tickets may be purchased for \$14.95.

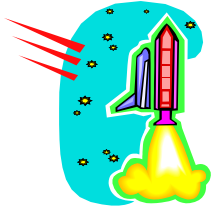
Exhibit set up will be after 8:30 P.M. on February 19th. An area will be provided for storage of merchandise if needed. Exhibits will open beginning at 7:30 A.M. on Saturday, February 20th. There will be electrical outlets available but if you have a requirement for more then please let me know prior to the meeting. You will find enclosed a copy of the symposium agenda that discloses the various breaks throughout the day for vendor viewing.

We anticipate a total meeting registration of approximately 75 and look forward to having you join us at the Ramada Oceanfront Resort. Deadline for request of exhibit space is January 20, 1999.

If you have any questions or need more information, please contact Betty Gambrel at 407-259-8440.

Sincerely,

cc: Space Coast Chapter President



**Space Coast Chapter**  
Association for Healthcare Documentation Integrity

[www.ahdi-fl.org/scc](http://www.ahdi-fl.org/scc)

January 8, 2009

Patrick Domkowski, MD  
OMNI Healthcare  
6200 Minton Road, NW  
Palm Bay, Florida 32907

Dear Dr. Domkowski,

On behalf of the Space Coast Chapter of the Association for Healthcare Documentation Integrity (SCC-AHDI), I invite you to speak on a topic of your choice at our annual Blastoff! Symposium. This will be held on Saturday, March 7, 2009, at the Holiday Inn Conference Center, 8298 N. Wickham Rd., Melbourne, Florida (just off I-95 exit). We anticipate an attendance of approximately 45 medical transcriptionists, medical coders, students, and other health information professionals.

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

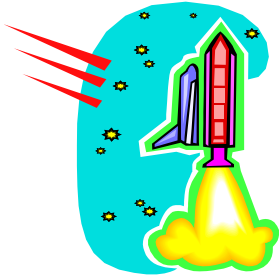
Due to our limited resources as a nonprofit organization, we regret we cannot offer an honorarium or reimburse expenses. If this should be an issue, however, it may be possible to obtain vendor sponsorship, so please contact me regarding this.

We hope that you will accept this invitation to contribute to the continuing education of health information specialists. Our speaking schedule has available 1-hour time slots in the morning at 9 a.m., 10 a.m., 11 a.m., and in the afternoon at 2 p.m. and 3 p.m. Please let us know of your preference. A response to our invitation by January 31 would help us with our meeting planning and would be greatly appreciated.

Very truly yours,

*Nancy Bass*

Nancy Bass, RMT, Chapter President  
321-255-1917  
[NBasses1@bellsouth.net](mailto:NBasses1@bellsouth.net)



*Space Coast Chapter*  
American Association for Medical Transcription

[www.scc-aamt.org](http://www.scc-aamt.org)

February 12, 2007

Jennifer Tite, PA  
25 East Silver Palm Ave.  
Suite B  
Melbourne, FL 32901

RE: Space Coast Chapter speaking engagement—March 24, 2007

Dear Ms. Tite:

Thank you for accepting our invitation to present at the Space Coast Chapter of American Association for Medical Transcription annual symposium on March 24, 2007. The conference will be held at the Imperial's Hotel and Conference Center, 8298 N. Wickham Road, Melbourne, FL. We have you on our schedule to speak for one hour from 2-3 p.m. with about 10-15 minutes allotted for questions.

Medical transcriptionists are medical language specialists on the healthcare team. They strive to remain current in the ever-changing field of medicine as it pertains to their profession. Informative lectures, such as yours, provide MTs with valuable educational opportunities. Please direct your presentation to the level of first-year residents.

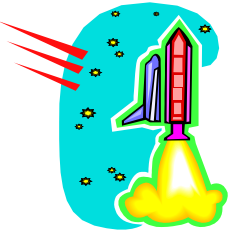
A copy of your CV or resume would be most appreciated, as we need to obtain continuing education approval for your presentation. Please also let me know of your equipment needs. I am sending another form that can be filled out with the information we need and returned via email or regular mail, as soon as possible, please.

Again, thank you for your willingness to give of your valuable time and contribute to the continuing education of medical transcriptionists. We are looking forward to meeting you and to your presentation. If you have any questions, please do not hesitate to contact me.

Very truly yours,

*Nancy Bass*

Nancy Bass  
SCC President  
321-255-1917  
[NBasses1@bellsouth.net](mailto:NBasses1@bellsouth.net)



SPACE COAST CHAPTER – AHDI  
**2009 Blastoff! Symposium**  
**Saturday, March 7, 2009**  
**Holiday Inn Conference Center**  
**8298 N. Wickham Rd., Melbourne, FL 32940**

Speaker: \_\_\_\_\_

Date: Saturday, March 7, 2009

Time: From \_\_\_\_\_ to \_\_\_\_\_

1. Equipment available will be a microphone, screen, laptop and digital projector. Should you need anything further, please specify:

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2. Title of presentation:

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3. For continuing education credit (CEC) approval, we must obtain CEC approval for your presentation from the Association for Healthcare Document Integrity ([www.ahdionline.org](http://www.ahdionline.org)). Please give us a brief summary or outline of your presentation, indicating the main areas you will address.

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4. Additionally, a copy of your CV or resume will assist us in obtaining CE credits and prepare your introduction. Please send or email to the contact person named below.

5. If you will be bringing handouts or brochures for distribution, please let us know.

Thank you for your valuable assistance in this matter. We are looking forward to your presentation. It will be most helpful if this completed form could be returned as soon as possible, or you may email me the above information.

President: Nancy Bass, RMT [nbasses1@bellsouth.net](mailto:nbasses1@bellsouth.net)  
 (321) 255-1917 or (321) 626-3282





# Space Coast Chapter—Association for Healthcare Documentation Integrity

[www.ahdi-fl.org/scc-index.htm](http://www.ahdi-fl.org/scc-index.htm)

## Advantages of Chapter membership:

- Networking and camaraderie with other transcriptionists, companies and vendors
- Educational and professional development opportunities
- Continuing education credits for CMTs and RMTs
- Medical and nonmedical guest lecturers
- Quarterly meetings
- Online quarterly chapter newsletter, the STAT REPORT, to keep up-to-date on current happenings, industry trends, job openings, and other helpful information

## Chapter Application/Renewal Form 20\_\_\_\_\_

Name: \_\_\_\_\_ DOB: (MM/DD) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Total years in health information/medical transcription: \_\_\_\_\_

Student: Name of School: \_\_\_\_\_ Graduation date: \_\_\_\_\_

(If applicable)

AHDI # \_\_\_\_\_ Expires: \_\_\_\_\_ CMT/RMT # \_\_\_\_\_ Expires: \_\_\_\_\_

### Chapter Membership: (Circle One)

Full Year (Jan-Dec): Practitioner/Professional \$20.00 Student/Postgrad \$10.00

Half Year (Jul-Dec): Practitioner/Professional \$10.00 Student/Postgrad \$ 5.00

**Note: If you join the chapter only (and not AHDI) you are not eligible for holding office or voting in chapter elections.**

There are various opportunities for members to support the chapter, such as participating on a committee or working on a short-term project. This is an enjoyable way to network and get ideas for future projects.

### Please indicate an activity below that interests you:

Newsletter     Sunshine/Hostess     Library     Educational Programs  
 Membership     Annual Symposium     Meeting coordinator     CMT study/mentoring  
 Nominating committee (July-Nov)     Ways & Means (fundraising)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please make check payable to **Space Coast Chapter**, and mail this application and your check to: Nancy Bass, SCC 501 Clarke Avenue, Melbourne, FL 32935

OFFICE USE ONLY: Date received \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Amount \_\_\_\_\_ Copy to Membership \_\_\_\_\_