



## CAHIIM Position Descriptions

### Qualifications of CAHIIM Board of Director

#### *Required qualifications*

1. Demonstrated professional organization leadership, governance, or board experience
2. Demonstrated leadership in academia, practice or in another area of expertise desired by the Board
3. A director should have a graduate degree, doctoral degree preferred
4. Knowledge and/or experience with academic accreditation
5. Never been removed from any employment or leadership position due to ethical or legal issues
6. No simultaneous service with other groups that may represent a conflict of interest with CAHIIM's activities, such as a certification board for the discipline represented
7. No employment in any Member organization
8. No concurrent service as a director of any Member's Board of Directors or similar body
9. Agreement to abide by CAHIIM's requirements concerning confidentiality, conflicts, dualities, and fiduciary responsibility
10. Agreement to abide by the core values and code of conduct for CAHIIM decision-makers

#### *Desirable qualifications*

Experience related to Board level concerns, including:

1. Legal issues related to organizations and/or accreditation
2. Finances of non-profit organizations
3. Prior Board membership with other organizations with similar non-profit status and goals
4. Organizational leadership

### Qualifications of CAHIIM Accreditation Council Members

#### *Required qualifications*

1. Have experience as an educator and demonstrate proven education leadership
2. For a practitioner, has served as adjunct faculty or educational program advisory board member in the discipline represented by the Accreditation Council
3. Holds a terminal degree in the field related to the Council's scope of accreditation
4. Exhibits exemplary ethical behavior in professional and personal matters
5. No removal from any employment or leadership position due to ethical or legal issues
6. No simultaneous service with other groups that may represent a conflict of interest with CAHIIM's activities, such as a certification board for the discipline represented
7. No employment with the Member organization
8. No concurrent service as a director of any Member Organization's Board of Directors or similar body
9. Agreement to abide by CAHIIM's requirements concerning confidentiality, conflicts, dualities, and fiduciary responsibility
10. Agreement to abide by the core values and code of conduct for CAHIIM decision-makers

#### *Desirable qualifications*

1. Innovative thinking
2. Team player
3. Demonstrated broad knowledge base in the discipline
4. Possessing excellent oral and written communication skills
5. Doctoral degree for Health Information Management
6. Doctoral or Terminal professional degree (e.g. RN, DNP, MD, DO, PharmD, DDS) for Health Informatics