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August 6, 2013

Dear Delegate,

On behalf of AHIMA staff, we welcome and congratulate you on your recent appointment to the AHIMA House of Delegates (HoD). Founded in 1946, you are a part of a long-standing, decision-making body of our professional association. As a delegate, you have an important role in guiding and governing the health information management (HIM) profession and are assuming a critical role for AHIMA and your Component State Association (CSA).

To help get you started, we have included a brief checklist of items and events you should be aware of for the weeks ahead:

### **Things To Do:**

- **Complete the [on-line Conflicts and Dualities of Interest and Confidentiality and Non-Disclosure Agreement Form](#).** The on-line form will be available through I-Lead. All volunteers are required to complete this online form before you begin volunteering. It is very important for you to understand that you will be responsible for evaluating situations in which you may find yourself representing multiple interests.
- **Subject Matter Expertise (SME) Data Collection Form.** Look out for an SME Data Collection survey to be sent by August 9. The data collected will be used when we form task forces, sub groups within Practice Councils, and other volunteer groups. It is important for you to complete this form. Your expertise and interests will help us connect with volunteer opportunities for specific HIM issues.
- **Plan to attend the Delegate Training Webinar, August 9 at 4 p.m. Eastern.** We encourage all 2013-2014 delegates to attend this webinar to become better prepared for the roles, responsibilities, and expectations of a CSA delegate, as well as the resources available to you. If you have not received an Outlook invite for this event, please email [profession.governance@ahima.org](mailto:profession.governance@ahima.org).

For more information regarding any of the above items, please visit the [State Leaders and House Community](#) on the Communities of Practice (CoP). The State Leaders and House Community is the key tool used for discussion, exchange of information, and collaboration until ENGAGE is up and running.

We wish you great success in your role and we thank you for your time, service, and commitment to our profession. We look forward to working with you this year!

Sincerely,

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