



## **Student Liaison Job Description**

**Scope of Responsibility:** Observes and familiarizes oneself with the Texas Health Information Management Association and Board of Director activities. Performs the following functions: communicate with students and act as liaison between students and board; participate in board meetings; serve a one year term.

**Scope of Authority:** Reports to the TxHIMA President and is selected by the TxHIMA board. Position is responsible for communicating and serving as a board representative to the HIT/HIA students within the state and obtaining input from the students. Works with the Executive Office staff and provides feedback to the President regarding the Executive Office support received.

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

- Plan communication with HIT/HIA students in Texas schools
- Report to TxHIMA board concerns and activities of students
- Submit information to appropriate board member for newsletter
- Carry-out specific plans requested by board

**Fiscal Responsibility:** Assist in planning and monitoring the student liaison revenue and expenditures budget for the year; forwards all expense and revenue vouchers to the Executive Office for processing and President's approval.

**Qualifications:** Student of HIT or HIA program at a CAHIIM Accredited program/school; able to attend state convention and encouraged to attend a district meeting, their Region meeting, and the annual board strategic meeting. Resident of state of Texas and TxHIMA membership is required. Volunteer experience at district, region, and/or state meeting is preferred.

**Contacts:** AHIMA leadership and staff; TxHIMA Board of Directors, Executive Office staff, TxHIMA members, specifically other students, and volunteers and other allied health professionals.

Written: 03.2011  
Reviewed: 05.2011  
Revised: 05.2011



February 19, 2012

Dear Program Director,

As announced at the Annual Convention in 2011, TxHIMA has an exciting opportunity for students to participate in TxHIMA at the state level, the Student Liaison position for the Board of Directors. We are sending this information to you to notify qualified students of this opportunity. Please see job description for qualification requirements.

Please keep these dates in mind:

- May 1, 2012 – applications are due at TxHIMA.
- May 15, 2012 - TxHIMA Board will notify student selected for Student Liaison position.
- July 1, 2012 - June 30, 2013 – Student Liaison term of office.

We look forward to working together!

Student Liaison Job Description and Application Form are attached, and will also be available on the TxHIMA website.

Sincerely,

TxHIMA Board of Directors

Our Mission Statement:  
TxHIMA advances and protects the health information management profession through professional development, recognition and member engagement.



## Application Form: Student Liaison for TxHIMA Board of Directors

Completed form must be received by TxHIMA via email at [txhima@txhima.org](mailto:txhima@txhima.org) by **May 1**.  
Student Liaison will be selected by the Board of Directors and notified by May 15.

Position term will begin July 1.

Required meeting attendance will begin with board meeting held in association with Annual State Convention (usually late June). Student Liaison is encouraged to attend a district meeting, their Region meeting, and the annual board strategic meeting.

1. Name:
2. Contact Phone:
3. Email:
4. Home Address/City:
5. School Name/Location:
6. Expected Graduation Date:
7. Specify Program - HIT or HIA:
8. Name of Program Director:
9. Current GPA:
10. Number of HIT/HIA projects:  
List name of project and date:
11. Number of AHIMA activities attended:  
List name of activity and date:
12. Number of TxHIMA district activities attended:  
List name of activity and date:
13. Number of speaking presentations given related to HIT/HIA activities/events:  
List name of presentation and date:
14. Number of HIT/HIA-related committees involved in:  
List name, position, and date:

Please ensure all 14 questions have been answered prior to submission of form to [txhima@txhima.org](mailto:txhima@txhima.org)