



2026



CAB

The Benefits of Being a Chapter Officer



Agenda

01

AAPC LOCAL CHAPTERS

Mission statement

AAPC, CAB, Officers, Members

Qualifications

Chapter officer positions

02

COMMITMENT & BENEFITS

Expectations and Training

Exclusive Conference Rates

Appreciation Events

Officers Only Swag

03

OPPORTUNITIES

Career advancement

Resume & Networking

Personal growth & friendships

Our mission is to advance the business of healthcare by providing professional training, industry-standard certifications, and comprehensive solutions to individuals and organizations across medical coding, billing, auditing, compliance, and practice management.

Support the national and local membership by providing educational products and opportunities to network.

Increase and promote national recognition and awareness of healthcare business professionals.

*Advance the careers of AAPC's Healthcare
Professionals by:*

*Providing a networking platform – through physical and virtual monthly/quarterly
meetings; Facebook groups Forums (for local chapters and officers)*

*Delivering affordable CEUs – through physical and virtual monthly/quarterly free or low-
cost educational events*

*Encouraging personal development – recognition of achievement, and leadership
opportunities for growth*

Facilitating certification – Review classes and moral support

This volunteer-member board works closely with AAPC staff and chapter officers. Each region in the U.S. is supported by two dedicated CAB representatives, ready to collaborate and assist chapters in their area. Board members serve three-year terms, and any AAPC member who has previously served as a chapter officer is encouraged to apply.





Qualifications

WHO CAN BE AN OFFICER?

AAPC chapter officers are volunteer AAPC members like YOU!

Do you want to see your chapter succeed?
Do you want to help other coders network and grow?
Do you want to make memories to carry with you through life?

REQUIREMENTS

Must be a current AAPC member in good standing.
Must be able to attend all chapter meetings (officers are expected to be consistently present).
Must reside within a reasonable distance of the chapter to remain accessible to members.

CREDENTIALS

President, Vice President and Education Officer must hold a current AAPC credential.

Treasurer, Secretary and Member Development Officer do not have to hold a credential only an AAPC membership.

Required Officers



PRESIDENT

Serve as liaison with AAPC and Chapter Advisory Board, (CAB).

Presidents should conduct the meeting, welcome the members, introduce the officers and introduce the speaker.

Leads officers and oversees the financials and social media accounts.



VICE PRESIDENT

The vice president is primarily responsible for assisting the president with the overall running of the chapter.

Conducts the nominations and elections.

Preside over local chapter/meetings in the absence of the chapter president.



TREASURER

Accountability of all chapter funds and reporting to AAPCCA.

A financial statement must be prepared monthly and made available to membership at each meeting.

Mark attendance within 30 days of the date of the event.

Preferred Officers



SECRETARY

Maintain membership lists and help ensure members update their information as needed.

Keep the chapter officers organized with officer meeting minutes.

When a chapter does not have a Secretary the Treasurer assumes these responsibilities.



EDUCATION

Primarily responsible for chapter meeting education, location, speakers, applying for CEU approval, issuing CEUs to attendees and attesting to all information contained within the application.

If none, the VP assumes these responsibilities.



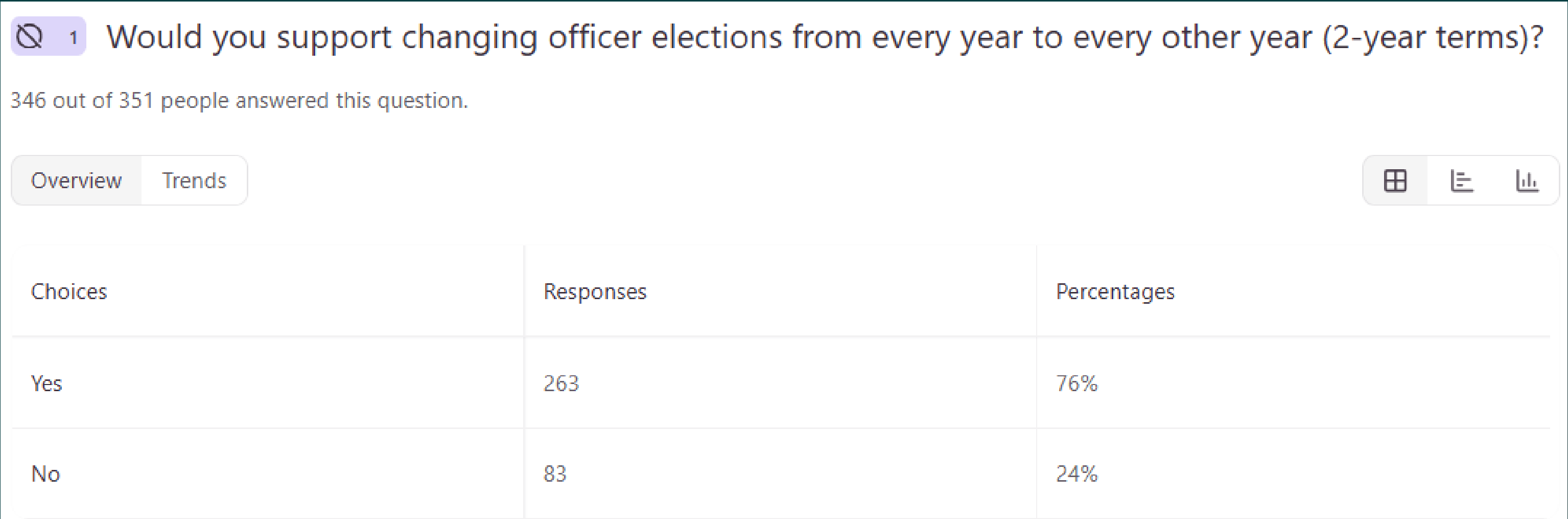
MEMBER DEVELOPMENT

Welcome members at events and primarily responsible for the chapter newsletter and social media.

Ensure new members and/or newly certified members are contacted, welcomed and/or congratulated.

If none, the President assumes these responsibilities.

Introducing 2-Year Terms



Introducing 2-Year Terms

Why officers voted for this change:

Majority feel that 2-year terms would provide better stability, allow officers to grow into their roles, and reduce the burden of holding elections each year.



Why 2-Year Terms

2-Year Officer Terms: Q&A

Everything you need to know about how the transition to 2-year terms will work.

When do 2-year terms begin?

This election cycle, for **January 2027-December 2028 terms**.

What if someone can't serve the full two years once elected?

No election required. Replacement is by appointment, agreed upon by existing officers. Submit change to local chapters.

Can officers switch roles mid-term?

Yes, if the officer group agrees — though not encouraged for continuity. Submit any change to local chapters.

Officer Hub



Local chapters

Chapter overview

My chapter

Become an officer

Officer hub ^

Meet the team

Requirements and policies

Hosting events

Reporting financials

Running elections

News and events

Officer resources

Chapter directory

Officer support

Welcome to the Chapter Officer Hub

Congratulations on stepping into a chapter leadership role!

This **Chapter Officer Hub** is your go-to resource, providing everything you need to lead with confidence:

- Understand your role and responsibilities
- Manage your officer duties
- Access important news and updates
- Find answers fast

You're not alone in this journey — let's make this a great year together.

Officer quick links

Event portal
Create and manage events and mark attendance.

Financial portal
Submit monthly profit & loss worksheet and upload bank statements.

Officer News
Earn .5 CEU by reading month's Officer News taking the quiz.

Your mission as an officer

More than just a place to earn CEUs —

Monthly Officer News

*Monthly newsletter from
National helps Officer Team
stay on track*

*Earn .5 CEU for reading = 6
annual CEUs!*



time to network & grow both professionally & personally



Meet Our 2026 Mascot: The Bee!!

Each bee knows its role, fulfills it with dedication, and contributes to the hive's success. Likewise, each officer plays a vital part in keeping the chapter strong.

Because thriving chapters, like hives, are built on officer collaboration and community.

Bees communicate constantly, support one another, and adjust quickly to change — just as effective chapter teams do. When officers work together with purpose, respect, and for the common good, the “hive” flourishes.

Be a Bee: contribute, communicate, and collaborate for the good of the chapter.



*“I’m most grateful for the opportunities
AAPC has offered me”*

*“We have to keep learning and the more I
learn the more I grow.”*

*“I’m grateful for all the incredible people
I’ve met
and the connections over the years.”*

*“I love to explain the “why” to people to help them piece
together what we do from behind the scenes in
compliance, billing and coding perspectives.”*

the fun begins here!



Is there training for new officers?

What if I need help along the way?

What are the required events?

*How much time do I need to commit
to being an officer?*

"I dedicate 5 hours per month toward my role as the President of our local chapter."

"The support is amazing! The officer hub offers how-to videos for nearly all required tasks & the officer training at the beginning of the year is super helpful. I had so many questions and after I attended that first training I felt much more confident!"

Don't let time deter you from being an officer. Typical time spent as an officer is 5-10 hours per month.

Chapters are encouraged to hold 7 events throughout the year – 2 in-person; 2 virtual, & 3 of your choice.

In-person and virtual officer trainings are offered. There are multiple trainings available that provide in-depth direction on what is expected of officers and how to meet those expectations. Local Q&A's are offered bi-weekly that provides even more training for those hot topic items. Quarterly Connect & Collaborate virtual meetings are held for each region.

"Our chapter holds an even each month. We have 6 in-person meetings, 6 virtual meetings and two seminars. We make sure to incorporate 2 Deep-Dive meetings because our members love Deep-Dives."

Help is available - always! There are multiple resources for officers including the CAB, Officers Only Facebook Page, and networking with other local chapter officers.



Officer Shadowing

If you're a new or experienced officer going into a new role – shadowing a current will help prepare you for the role.

Learn from following the current officer.

Taking on small assignments will help to develop your confidence and leadership skills.

Meet regularly with your Officer lead to discuss your continue growth and development.

Remember – you're not alone!



Exclusive Conference Rates

Active Officers receive the lowest registration rate offered by AAPC for both HEALTHCON National and Regional Conferences. Additional discounts on AAPC merchandise at the conference.



Officer Appreciation

CONFERENCE EVENTS

Special Officer Appreciation Reception at HEALTHCON National & Regionals.

Unique opportunity to connect with AAPC staff and fellow officers in a relaxed and accessible atmosphere.

RECOGNITION

Recognition from AAPC for volunteer leadership and chapter service.

There's always food, swag, laughter, networking and sharing of ideas.

Qualified chapters receive officer only swag items, attendance not required.

NETWORKING

Opportunities to connect & collaborate with other chapters officers.

Exposure to national level speakers, industry experts, and AAPC leadership.

Enhanced visibility within the AAPC community, supporting long term professional growth.

“No matter what your interest or specialty, there is a track with relevant expert speakers. The networking experiences, vendor booths and overall fun are unmatched. HEALTHCON is a MUST ATTEND for any coder or HIM professional.”

“The Officer Appreciation Event is by far some of my favorite experiences as a chapter officer. I am always eagerly awaiting the next Officer Appreciation Event to celebrate, learn, network, admire, respect and applaud all the hardworking officers. Las Vegas, Philly, Orlando, and San Diego have all been turning points for me as an officer to help me continue to grow, grasp new ideas, and meet some phenomenal people. I have incredible stories from each Officer Appreciation Event I have attended, and I hope to continue to add to these in the years to come.”

"HEALTHCON is the perfect vacation— it is MY time. It was amazing the first year I attended and continues to get even better year after year. The Officer Appreciation event is great, the overall networking is outstanding, and the educational sessions are top notch. The discount I've received as an officer has enabled me to attend multiple years without a financial burden. This is an event I will not miss. It has become a necessity and not just a want."

Officer Reward Program

- If a chapter accomplishes 5 main tasks for the year, each officer will receive our Chapter Officer Reward Box!
- We want to ensure our officers feel truly special for accomplishing their goals.
- Each year we will develop a unique, collectible package from Local Chapters for the year



Sample reward image above - actual package will vary.



Career Advancement

Increased professional visibility and credibility

Leadership experience in a recognized professional organization

Being a volunteer shows character and alignment with company values

Transferable skills



Organizing and Promoting Events

1. *Builds planning and organizational skills*
2. *Improves time management*
3. *Strengthens attention to detail*
4. *Increases confidence in leading events*
5. *Expands professional network*
6. *Builds communication skills*
7. *Enhances leadership presence*
8. *Creates opportunities to connect with experts*

Resume

01

LEADERSHIP SKILLS THAT EMPLOYERS NOTICE

Being an officer develops skills that employers actively look for:

Leadership and team coordination

Event planning and project management

Public speaking and education delivery

Conflict resolution and problem solving

Communication with diverse healthcare professionals

Volunteer leadership roles build communication, leadership, and problem-solving skills valued in the workplace.

More than the resume

Over time the relationships you build with others turn into a professional family you can call when you need advice or encouragement. Being an officer builds courage and confidence that carries into every part of your life. You stop seeing yourself as just someone who works in the field and start realizing you can shape it, support others in it, and create a community where people grow together. That kind of personal growth and connection ends up being one of the most meaningful parts of the entire experience.



we would love to have YOU!



Questions?

Your willingness to step up, share your knowledge, and support fellow members truly matters.