



## **Board of Directors Role Descriptions**

### **Officer - President**

**Position:** The President is the principal officer of the Chapter and is responsible for calling and presiding at Chapter board meetings as well as providing direction and coordination to other board officers, members of the board and the members of the Chapter.

**Term:** One year; typically following one year as President-elect and continuing one year as Immediate Past President

**Description:** Exercise executive leadership and supervision over all business affairs and activities of the Chapter. Act as a chair of the Chapter Board of Directors.

#### **Responsibilities:**

- Preside at all meetings of the Board of Directors and the membership
- Establish the agenda and schedule for all regular and special meetings of the Board of Directors and the membership
- Execute contracts and other instruments on behalf of the Chapter designated officers, as duly authorized by the Board of Directors
- Authorize all expenditures of Chapter funds with approval of the Board of Directors
- Work with Treasurer and President-elect to define the operating budget for the Chapter
- Appoint chairs and members of all standing committees and special task forces, subject to board ratification
- Facilitate the annual Chapter self-evaluation and audit of activities for the year of their term as President, including a review of standing committees and special task forces
- Serve as the primary liaison with HIMSS and attend necessary programs and meetings in support of on-going HIMSS/Chapter Relations
- Act as chief representative of the Chapter to external audiences, organizations, and agencies including the community at large

- Ensure compliance with all reporting obligations to federal, state, and local governments and HIMSS, including primary responsibility for Annual Report
- Attend Chapter Leader Exchange hosted by HIMSS in July
- Represent the Chapter at the HIMSS National Conference
- Conduct elections of the new Board of Directors
- Conduct year-end transition meeting with the outgoing and incoming Chapter Board of Directors
- Perform any other non-specified duties necessary to further the business of the Chapter as duly authorized by the Chapter Board of Directors

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Served as President-elect in the current fiscal year before becoming President
- Demonstrated leadership skills, strong business acumen and commitment to perform in an orderly and responsible manner, all duties of the office
- Ability to attend the HIMSS Annual Chapter Leadership Workshop (held in conjunction with the HIMSS Annual Conference)

## **Officer - Past President**

**Description:**

The past president is an officer of the Board of Directors who has completed duties as president of the Chapter.

**Responsibilities:**

- Attend regular and special meetings of the Chapter BOD and the membership
- Offer information and guidance on recent decisions, plans and business of the Chapter to provide continuity, including assisting President with Annual Report
- Help ensure smooth Chapter leadership transitions by participating in the recruitment and identification of future Chapter officers and board members
- Responsible for coordinating chapter activities and role at HIMSS Annual Conference
- Be the voice of relevancy during all discussions of proposed activities & expenditures to support Chapter's Mission and Vision

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Served as immediate past Chapter President.
- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## Officer - President-elect

**Position:** The President-elect assists and assumes responsibilities of the President when s/he is not available. The combination of the President-elect position helps to ensure a smooth leadership transition as the future president gains experience in a leadership role before becoming president.

**Description:**

- Assists the Chapter President in conducting the business affairs and activities of the Chapter through special assignments and duties delegated at the direction of the president and/or the Board of Directors.
- Presides at regular meetings of the Chapter Board of Directors and the membership in the absence of the Chapter president. Assumes the office of the president upon conclusion of the one-year term as President-elect. May be required to complete the unfulfilled term of the current Chapter President due to resignation or special circumstances.

**Term:** One year; followed by one year as President and one year as Immediate Past President

**Responsibilities:**

- Attend all regular and special meetings of the Chapter Board of Directors and the membership, and notifies the Chapter president if unable to attend
- Preside over any regular and special meetings of the Chapter Board of Directors or the membership in the event of the Chapter president's absence
- Prepare and distribute a program of Chapter activities for the year
- Assist President and Treasurer to define the operating budget for the Chapter
- May chair a committee or special task force and/or serve as liaison to one or more committees, as assigned by the Chapter President
- Consider availability to attend Chapter Leader Exchange hosted by HIMSS in July
- Manage professional relationships with other organizations affiliated with the chapter (collaborators)

- Assist the Program Chair in the coordination of the annual Midwest Fall Technology Conference
- Represent the Chapter at the HIMSS National Conference
- Assist President and Communications Chair with preparing the quarterly newsletters
- Assist the Program Chair in the coordination of the annual Midwest Fall Technology Conference that is hosted by the Chapter every 6 years
- Announce election results for new Board of Directors

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## **Officer - Treasurer**

**Description:**

The Treasurer has charge of and responsibility for all funds and securities of the Chapter, including oversight of deposits and disbursements. Duties shall be conducted in conformance with the approved budget, Chapter's fiscal policies and any financial decisions previously made by the BOD. The treasurer ensures that regular financial reports and an annual audit are presented to and interpreted for the Chapter BOD and HIMSS.

**Responsibilities:**

- Attend all regular and special meetings of the BOD, and notifies the president if unable.
- Manage the process of securing the deposit and disbursement of Chapter funds and investments.
- Maintain all required documents and financial records related to Chapters finance.
- Prepare monthly reports and submit to the Board of Directors
- Prepare, in collaboration with President and President-elect, a proposed operating budget for review, modification and final approval by the Chapter BOD. The operating budget should be approved by August 1<sup>st</sup> of each year.
- Monitor income and expense activity about the Chapter budget, and makes appropriate recommendations to adjust for any variances.

- Prepare and submit necessary documents to comply with federal and state tax rules.
- Maintain a treasurer's book of Chapter records, correspondence and activities to be transferred to the incoming treasurer.
- Perform any other duties necessary to further the business of the Chapter as duly directed by President and/or the Board of Directors.

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.
- Commitment to ethical management of Chapter funds.

## **Officer - Secretary**

**Description:**

Records all actions of the Chapter board and membership and prepares meeting minutes. Maintains Extranet site, which contains the permanent corporate record of the Chapter. Oversees BOD elections and member surveys.

**Responsibilities:**

- Attend all regular and special meetings of the Chapter Board of Directors (BOD), and notifies the president if unable to attend so that an interim secretary can be assigned.
- Ensure that an annual (minimum) member survey is conducted and assist Membership Chair with annual membership survey
- Arrange for conducting BOD meetings, whether held in person or by conference call.
- Record, prepare and distribute the minutes via email in a timely fashion.
- Create, maintain, and archive electronic documents containing notices, agendas, and related materials, in addition to the signed and approved minutes to HIMSSEngage site (<http://www.himssengage.org/>).
- Track terms for roll-offs, repeats and retirement (after two terms)
- Confirm BOD candidates are eligible to run for office, prepare slate for election, communicate results to BOD. Prepare ballots.

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.

- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## **Membership / Outreach Chair**

### **Description:**

Provide leadership to the membership committee in the development of annual recruiting, retention and value/benefits plans for members.

### **Responsibilities:**

- Attend all meetings of the Chapter Board of Directors.
- Collaborate with the president and board in recruiting committee members.
- Prepare or assists in the preparation of regular membership reports and presents them to the BOD. Monitors Organizational Affiliates (OA) and actively promotes member growth.
- Ensure that a membership recruitment and application materials are prepared and adequate copies are stocked and available at public Chapter programs and on the website.
- Cultivate & maintain relationships with the key individuals within organizations of Organizational Affiliates.
- Maintain current member list from nationals, posts all necessary files to HIMSSEngage site (<http://www.himssengage.org/>).
- Work with Secretary to prepare the annual survey. Review results with BOD and Chapter to drive new ideas and programs.
- Create and conduct annual member satisfaction survey.

### **Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## **Membership Advancement and Professional Development Chair**

### **Description:**

Provide leadership to the membership, advancement and professional development committee in developing appropriate educational materials and opportunities to targeted

audiences. Develops an annual membership advancement and professional development plan and manages its implementation in the development of annual recruiting, retention and value/benefits plans for members.

The Director of Membership Advancement and Professional Development leads the effort to increase chapter member awareness of the benefits of achieving distinguished volunteer designations and becoming CAHIMS or CPHIMS certified. He/She increases awareness about FHIMS status and offer help to the qualified candidates through their FHIMS application process.

**Responsibilities:**

- Attend all meetings of the Chapter Board of Directors.
- Collaborate with Chapter president and board in recruiting committee members.
- Develop educational strategies related to the CAHIMS and CPHIMS Certifications including study groups and boot camps
- Develop educational strategies related to the volunteer designation status of Senior, Fellow, Lifetime and Lifetime Fellow
- Prepare participants with the knowledge to pass the CAHIMS and/or CPHIMS Certification
- Coordinate the selection of an annual Charles E. Christian Leadership Award to recognize outstanding contributions to IN HIMSS and healthcare industry in the state of Indiana.

## **Advocacy Liaison**

**Description:**

Provide leadership and support to the Board of Directors (BOD) as well as report all National, State and Local HIMSS Advocacy updates to the entire chapter.

**Responsibilities:**

- Attend meetings of the Chapter BOD, or send a report if unable to join in person.
- Review and understand HIMSS national advocacy policies and positions, act as local HIMSS advocacy policy expert.
- Organize visits and other avenues of communication with local, state and federal elected officials if BOD approved.
- Attend HIMSS-sponsored advocacy training and message development sessions, including the annual advocacy meeting during HIT

- Attend HIMSS monthly Chapter Advocacy Roundtable (CAR) calls and submit summary report to Chapter BOD;
- Join advocacy counterparts around the country on conference calls for legislative updates and keep the BOD and local chapter informed.
- Speak to local media, legislators, and volunteers about advocacy issues.

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## **Director Business Development and Vendor Relations (Sponsorship)**

**Description:**

Lead the development and strategy for annual and event sponsorship plans. Act as primary contact with existing sponsors and solicit potential new sponsors.

**Responsibilities:**

- Attend all meetings of the Chapter Board of Directors.
- Collaborate with the Chapter Board in identifying possible vendor sponsors.
- Reach out to potential sponsors and maintain relationships with current sponsors to retain and increase chapter funding, as well as vendor and member satisfaction.
- Work with the program committee to ensure that sponsorship levels have adequate funding to support events and that the vendors will be satisfied with events their sponsored events.
- Ensure that chapter sponsors and logos are correctly identified and listed on the website.
- Lead an appropriate vendor and provider balance within the Chapter and at events.
- Work with the Chapter Treasurer to ensure vendor sponsors are invoiced and submit funding for correct monetary amounts.
- Cultivate & maintain relationships with key individuals within organizations of potential sponsors

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.



- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## **Director of Marketing and Communications**

### **Description:**

Provide leadership to the communications committee in the development of a strategy to communicate regularly and markets with members and appropriate members of the healthcare community about Chapter activities and membership opportunities.

### **Responsibilities:**

- Attend all meetings of the Chapter Board of Directors.
- Collaborate with Chapter president and board in recruiting committee members.
- Provide leadership to Committee and Chapter board in the exploration of appropriate methods of communicating to Chapter members, prospective members, and the healthcare community about the Chapter.
- Ensure that the Chapter communicates to membership at least 4 times per year.
- Ensure ongoing production of print or electronic newsletters, bulletins; educational event notices or brochures, and other communications, as appropriate.
- Ensure social media presence via LinkedIn and Twitter
- Collaborate with BOD in creating annual plan and budget to meet communication needs.
- In charge of creating content for the Chapter website.
- Work with webmaster to upload and update information to the website.

### **Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated leadership skills, excellent written and oral communication skills, and knowledge of appropriate media, strong business acumen and a commitment to perform in an orderly and responsible manner all duties of the office.

## **Director of Programs**

### **Description:**

Provide leadership to the program committee to develop annual educational, professional development and networking opportunities for members and healthcare information professionals in the community.

**Responsibilities:**

- Attend all meetings and special meetings of the Board of Directors.
- Provide leadership to the program committee in the design, creation, and implementation of Chapter professional education opportunities twelve (12) hours or more, annually.
- Collaborate with the treasurer and board to develop the revenue and expense budgets for the planned annual educational events.
- Coordinate and manage at least one social event for Chapter members in conjunction with the BOD annual retreat
- Work with other chairs and committees to market educational offerings and maintain a focus on providing educational and networking opportunities that meet the needs of our membership.
- Responsible for high-level project management of programs and will serve as point person for the full committee.
- Chair the Midwest Fall Technology Conference Planning Committee (once every six years)
- Prepare the Programs Director-Elect for the following term.

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## **Director-Elect of Programs**

**Description:**

Provide leadership to the program committee to develop annual educational, professional development and networking opportunities for members and healthcare information professionals in the community.

**Responsibilities:**

- Assist Programs Director as requested
- Coordinate at least one program
- Assist with Annual Conference and retreat as needed

- Assist the Program Chair in the coordination of the annual Midwest Fall Technology Conference that is hosted by the Chapter every six years

## **Website/Webmaster**

### **Description:**

Provide website administration and enhancements.

### **Responsibilities:**

- Attend all meetings of the Chapter BOD; including ad hoc meeting, conference calls and face-to-face as needed.
- Update website with event information, presentations, photos, and articles
- Attending HIMSS website calls related to training and updates or listen to recordings to report to BOD necessary action items and be familiar with the website updates.

### **Qualifications:**

- Flexibility: member or non-member; consultant or volunteer

## **Health Information Exchange (HIE) Liaison**

### **Description:**

Provide leadership and support to the board of directions as well as report all national and local HIE updates to the entire chapter.

### **Responsibilities:**

- Serve in a strategic role, by leveraging local, regional and state knowledge with HIMSS national activities focused on the promotion of healthcare information technology (HIT), the advancement of health information exchange, and the deployment of health information exchange organizations.
- Support HIE scholarship and educational activities for IN HIMSS membership.
- Contribute to Chapter newsletter by reporting on national and Indiana HIE initiatives.

## **Academic and Student Liaison**

### **Description:**

Provide leadership to the academic committee to create, promote, judge and award HIMSS local scholarship awards. Represent HIMSS to the academic community.

**Responsibilities:**

- Attend all meetings and special meetings of the Board of Directors.
- Provide leadership to the academic committee in the design, creation, and implementation of Chapter scholarship offerings.
- Collaborate with the treasurer and board to develop the scholarship award amounts.
- Create at least one fundraising event annually to raise funds for scholarships.
- Work with other chairs and committees to market educational offerings to students.
- Research and outreach to students, academic institutions, to increase membership, engage via networking, mentoring, education, etc.
- Connect with scholarship recipients and engage them as Chapter volunteers.
- Promote HIMSS, IN HIMSS chapter, and events, and volunteer opportunities to students.

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

## Member at Large

**Description:**

Provide representation on the chapter board to represent the whole membership assuming duties and needs of the chapter throughout the term. Provide support and guidance to any/all board members, committees, and liaisons as needed.

**Responsibilities:**

- Attend all meetings of the Chapter BOD; including ad hoc meeting, conference calls and face-to-face as needed.
- Accept special assignments such as policy review and procedure development.
- May be asked to serve as chair of any special committee formed.

**Qualifications:**

- Must be a current member of HIMSS in good standing for the past year.
- Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.