

Board of Director Role Descriptions

President-Elect

Position: The president-elect generally 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 prior to 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.
- 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
- Manage professional relationships with other organizations affiliated with the chapter (collaborators)

Qualifications:

- Must have served in another board position for at least 1 year (per chapter bylaws)
- 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.

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 Board of Directors. The treasurer ensures that regular financial reports and an annual audit are presented to and interpreted for the Chapter Board of Directors and HIMSS.

Responsibilities:

- Attend all regular and special meetings of the Board of Directors, and notifies the president if unable.
- Manage securing the deposit and disbursement of Chapter funds and investments.
- Maintain all required documents and financial records related to Chapters finance.
- Prepare a proposed budget for review, modification and final approval by the Chapter Board of Directors.
- Monitor income and expense activity relative to 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.

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 Board of Directors elections and member surveys.

Responsibilities:

- Attend all regular and special meetings of the Chapter Board of Directors, 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.
- Arrange for conducting Board of Directors 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 records containing notices, agendas, and related materials, in addition to the signed and approved minutes to Extranet site.
- Confirm Board of Directors candidates are eligible to run for office, prepares slate for election, communicates results to Board of Directors. Prepares 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 Board of Directors. 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 website.
- Maintain current member list from national, posts all important files to Engage site.
- Work with Secretary to prepare annual (minimum) survey. Review results with Board of Directors 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.

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.
- Collaborate with Board of Directors in creating annual plan and budget to meet communication needs.
- Update chapter website or provide webmaster with information to update the website.

Qualifications:

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