



## Board of Director Role Descriptions

Last Revised: May 10, 2018

### President

**Position:** The President is the lead 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.

**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
- 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, 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 to HIMSS, including primary responsibility for Annual Report
- 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 (per bylaws)
- 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)

## **Past President**

**Description:** The past president is an officer of the Board of Directors having completed duties as president of the Chapter. The past president may participate in the recruitment of future officers and members of the BOD by chairing or serving on the nominating committee.

**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 by serving on or chairing the nominating committee.

**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.

# 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.

## **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.

## **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 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 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 BOD.
- 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.

# Membership Liaison

**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 website.
- Maintain current member list from nationals, posts all important files to SharePoint site.
- Work with Secretary to prepare annual (minimum) survey. Review results with BOD and Chapter to drive new ideas and programs.

## **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.

# Secretary

**Description:** Records all actions of the Chapter board and membership and prepares meeting minutes. Maintains Sharepoint 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.
- 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 records containing notices, agendas, and related materials, in addition to the signed and approved minutes to Sharepoint site.
- Confirm BOD candidates are eligible to run for office, prepares slate for election, communicates results to BOD.

## **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.

# Texas HIMSS Regional Conference Liaison

**Position:** Primary contact and leader from Houston chapter for annual regional conference.

## **Responsibilities:**

- Participate in TX Regional HIMSS planning committees and calls
- Attend and volunteer for the regional conference
- Communicate and recruit help from Houston BOD and Chapter
- Provide leadership and support for key conference activity (keynote, programs, logistics, exhibitors...)
- Elicit support and participation from members and vendors for the conferences
- Provide leadership for Houston 2016 event and beyond

## **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.

# 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 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 week in DC and TX HIT Day in Austin.
- Join advocacy counterparts around the country on conference calls for legislative updates and keep the BOD and local chapter informed.
- Support monthly lunch and learn meetings by attending and promoting to friends.

## **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

**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 in order 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 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.

## **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 BOD in creating annual plan and budget to meet communication needs.

## **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.

# Director 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 six hours or more, annually.
- Collaborate with the treasurer and board to develop the revenue and expense budgets for the planned annual educational events.
- Work with other chairs and committees to market educational offerings.

## 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.

# 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.

## 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.