



## Past President

### Description of Responsibilities

- Assist President and Board on programs, policy, and administrative function
- Attend to other duties as requested by the President
- Maintain a leadership role on a HIMSS National Committee
- Assist the Program Chair in the coordination of the annual technology conference
- Works with President-Elect to coordinate the HIMSS-MN Chapter Reception at the HIMSS National Conference

### Term

- One year: immediately follows Presidency

### Estimated Time Commitment

- Four (4) hours of meetings and Chapter work each month



## President

### Description of Responsibilities

- Presides at monthly meetings of the Board of Directors and the membership
- Attendance of the annual HIMSS conference to represent the chapter
- Works with the Board to establish the agenda and schedule for all regular and special meetings of the Board of Directors and the membership
- Executes contracts and other instruments on behalf of the chapter with the Secretary and, or Treasurer or any other designated officer, as duly authorized by the Board of Directors
- Authorizes all expenditures of chapter funds with approval of the Board of Directors
- Appoints Chairs and Members of all standing committees and special task forces, subject to Board approval
- Facilitates the annual chapter self-evaluation and audit of activities that includes a review of standing committees and special task forces
- Serves as the primary liaison with HIMSS and attends necessary programs and meetings in support of on-going HIMSS/chapter relations
- Ensures compliance with all reporting obligations to Federal and State governments and to HIMSS
- Conducts a year-end transition meeting with the outgoing and incoming Board of Directors
- Performs any other non-specified duties necessary to further the business of the chapter as duly authorized by the Board of Directors.

### Term

- One year: immediately follows President-Elect

### Estimated Time Commitment

- Eight (8) hours of meetings and Chapter work each month
- Attend the Annual HIMSS conference, four days.



## President-Elect

### Description of Responsibilities

- Must have served on the HIMSS-MN board in a previous role
- Serves in place of the President as directed
- Chair of the Nominations Committee
- Attend to other duties as requested by the President
- Assist the Program Chair in the coordination of the annual technology conference
- Manage professional relationships with other organizations affiliated with the Chapter
- Author and submit Chapter Innovation Award Application during the fall of each year
- Attend the annual leadership conference, site to rotate
- Represent the Chapter at the HIMSS National conference
- Maintain the chapter's long term strategy.
- Works with Past President to coordinate the HIMSS-MN Chapter Reception at the HIMSS National Conference

### Term

- One year: elected by active members
- Immediately follows with the President and Past-President roles

### Estimated Time Commitment

- Six (6) to eight (8) hours of meetings and Chapter work each month
- Attend the Annual HIMSS conference, four days
- Attend the Annual HIMSS Leadership conference, two days.



## Secretary

### Description of Responsibilities

- Organize and maintain the annual chapter calendar
- Attend to other duties as requested by the President
- Attend all Board meetings
- Make physical arrangements for Board meetings
- Generate monthly Board meeting agendas and distribute one week prior to the meeting
- Compile meeting minutes and distribute within one week from meeting time
- Retain copies of appropriate Chapter information
- Receive and tally nomination ballots
- Receive all applications for membership
- Route all financial documents to the treasurer as appropriate
- Prepare and distribute mailings of Chapter information to members
- Route all postal mail to appropriate Board Members

### Term

- Two years: elected currently during even years

### Estimated Time Commitment

- Six (6) to eight (8) hours of meetings and Chapter work each month



## Treasurer

### Description of Responsibilities

- Maintain Chapter bank accounts
- Attend to other duties as requested by the President
- Reconcile monthly bank statements and financial transactions
- Process all program receipts
- Generate monthly financial reports for Board review
- Jointly prepare the annual Chapter budget with the incoming treasurer
- Obtain gifts for speakers or guests of honor
- Prepare Budget and Financial Statement annually for National Standards submission
- Provide financial information for Annual Chapter audit and submit audit summary to Board and National HIMSS
- Prepare and submit federal IRS forms as necessary in the fall.

### Term

- Two years: elected currently during odd years

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.



## Program Director

### Description of Responsibilities

- Chair the Program Committee
- Conduct regular program committee meetings to oversee and direct committee work
- Coordinate and manage three short educational programs
- Coordinate and manage annual all-day technology conference

### Term

- Two years: Volunteers for this position are approved each year by the Board.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.

## Membership Relations Chair

### Description of Responsibilities

- Chair the Membership Committee
- Update and maintain the membership packet as necessary
- Reconcile the membership database monthly
- Maintain the Chapter membership database
- Maintain the database of interested non-members (prospect list)
- Receive data on HIMSS National members residing within our Chapter area
- Liaison with local educational institutions to attract student memberships
- Report on the membership at monthly Board meetings
- Attend to other duties as requested by the President.
- Organize the HIMSS-MN Summer Social

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an even year cycle.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.



## Communications Director

### Description of Responsibilities

- Maintain the Chapter web site: [www.himss-mn.org](http://www.himss-mn.org)
- Design and layout of all programs
- Solicit program topics and speaker biographies from the Programs chair
- Design, layout and publish four quarterly newsletters with content provided by the Board
- Solicit newsletter copy from Board, HIMSS, and members
- Work with the Membership Chair in developing the membership brochures
- Attend to other duties as requested by the President.

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an even year cycle.

### Estimated Time Commitment

- Six (6) to eight (8) hours of meetings and Chapter work each month.



## Sponsorship Director

### Description of Responsibilities

- Chair the Sponsorship Committee
- Develop and maintain a professional relationship with organizations and corporations supportive of the HIMSS-MN mission
- Solicit sponsorships of cash and kind for all educational programs
- Solicit sponsorships of cash and kind for social and recruiting functions
- Introduce and recognize sponsors at programs and meetings
- Attend to other duties as requested by the President.

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an even year cycle.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.



## Professional Development Director

### Description of Responsibilities

- Work with Program Director to have all Chapter education events certified for continuing education from HIMSS and other leading national organizations
- Maintain all records pertaining to continuing education
- Maintain library for local members
- Assist members in obtaining advanced member status

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an even year cycle.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.



## Regional Director

### Description of Responsibilities

- Assist the Program Director in coordinating event at regional site
- Assist Program Director in promoting upcoming events
- Provide input at Board meetings with a regional perspective
- Insure distribution of Chapter specific information at the regional level

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an even year cycle.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.



## Outreach Chair

### Description of Responsibilities

- Develop and maintain a professional relationship with members representing the rural or critical access hospitals in the Chapter
- Create communication avenue to address rural or critical access hospital members needs

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an even year cycle.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.



## National Advocacy Liaison

### Description of Responsibilities

- Develop and maintain Liaison resource list on HIMSS-MN webpage
- Obtain and disseminate Advocacy information from the National office to members
- Organize and manage one advocacy-related educational program

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an odd year cycle.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.



## At Large

### Description of Responsibilities

- Attend to duties as requested by the President
- Support Program Director as needed or directed
- Develop Membership Survey or Program Evaluations
- Each at large member assists the chapter in one of the following areas
  - Serve as a member of the HIMSS-MN Programs Committee
  - Serve as a member of the HIMSS-MN Communications, supporting maintenance of the chapter website

### Term

- Two years: Volunteers for this position are approved by the Board, currently, an even year cycle.

### Estimated Time Commitment

- Four (4) to six (6) hours of meetings and Chapter work each month.