



Board of Director Role Descriptions 2019-2020 Chapter Year

President-Elect

Description:

The President-Elect 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. The President-Elect 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 in July
- Manage professional relationships with other organizations affiliated with the chapter (collaborators)

Qualifications:

- Must have served in another board position for at least one 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.

Term: Two years; with second year optional

Responsibilities:

- Attends all regular and special meetings of the Board of Directors and the membership and notifies President if unable to attend.
- Establishes and manages an efficient system for securing the deposit and disbursement of chapter funds and investments.
- Maintains all key documents and periodic financial records related to chapter funds and investments.
- Prepares a proposed budget for review, modification and final approval by the Board of Directors.
- Monitors income and expense activity relative to the approved chapter budget and makes appropriate recommendations to adjust for any variances.
- Prepares and presents quarterly financial reports for the Board of Directors.
- Issues annual dues renewal statements to members and subsequent notices to further the business of the chapter as duly authorized by President and/or Board of Directors.
- Prepares and submits necessary documents to comply with federal and state tax requirements.
- Maintains a Treasurer's Book of chapter records, correspondence and activities to be transferred to the incoming Treasurer. [Box account]
- Performs any other non-specified duties necessary to further the business of the chapter as duly authorized 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. Coordinates the arrangements and materials related to Board of Directors and the membership meetings. Records all actions of the Board and membership and prepares meeting minutes. Signed and approved meeting minutes shall form the corporate records of the chapter. Oversees BOD elections.

Term: One year

Responsibilities:

- Attends all regular and special meetings of the Board of Directors and the membership and notifies the President if unable to attend so that an interim Secretary can be assigned.

In support of all regular and special meetings of the Board of Directors and the membership:

- Makes necessary arrangements for conducting meetings whether held in person or by conference call.
- Publishes and distributes notices, agendas, and related materials at the direction of the President.
- Records, prepares, and distributes the minutes.
- Maintains a permanent binder containing notices, agendas, and related materials in addition to the signed and approved minutes.
- Signs corporate and financial documents where Secretary signature is required.
- Maintains an up-to-date mailing list of paid members and prospective members (if there is no Membership Chair.)
- Prepares or assists in the preparation of a regularly scheduled newsletter (if there is no Communications Chair).
- Maintains a Secretary's Book of chapter records, correspondence and activities to be transferred to the incoming Secretary. [Box account]
- Confirm BOD candidates are eligible to run for office, prepares slate for election, communicates results to BOD. 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

Updated March 2019