

South Florida HIMSS Chapter

BOARD ROLE & RESPONSIBILITIES BY POSITION
PUA COOPER/OSCAR PEREZ

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President

Elected Position - 2 Year Term

Description:

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. 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 board chairs for non-elected positions in accordance with bylaws
- 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)

Term

- Two (2) year: Filled by succession from the President-Elect role

Past President

Elected Position - 2 Year Term

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 Board of Directors (BOD) by chairing or serving on the nominating committee.

Responsibilities:

- Attend regular and special meetings of the Chapter BOD and the membership.
- Provides mentorship & guidance to incoming president on recent decisions, plans and business of the Chapter to provide continuity, including assisting President with Annual Report.
- Provides historical context on chapter decisions for continuity
- 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.
- Submits application for chapter of the year (when applicable)

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.

Term

- Two (2) year: Filled by succession from the President-Elect role

President-Elect

Elected Position - 2 Year Term

Description:

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.

Responsibilities:

- 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 two-year term as president-elect. May be required to complete the unfulfilled term of the current Chapter President due to resignation or special circumstances.
- 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.
- May chair a committee or special task force and/or serve as liaison to one or more committees, as assigned by the Chapter President.
- Works with Past President to coordinate the HIMSS-MN Chapter Reception at the HIMSS National Conference

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.

Term

- Two (2) year

Treasurer

Elected Position - 2 Year Term

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.
- 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
- 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.
- Maintains the chapter's PayPal account. Monitors balance & transfers funds when warranted
- Owner of the chapter's credit card reader. Responsible to bring to paid chapter events to capture revenue for onsite registration.

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

Term

- Two (2) year

Secretary

Elected Position - 2 Year Term

Description:

Records all actions of the Chapter board and membership and prepares meeting minutes. 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.
- 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 if not done by the Administrative Assistant
- Confirm BOD candidates are eligible to run for office, prepares slate for election, communicates results to BOD.
- Drafts & sends thank you cards for chapter speakers. Obtains speaker gifts.
- Creates certificates of appreciation for distribution at the annual Integrate event.
- Arranges for the purchase of the annual dedicated Chapter service award

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.

Term

- Two (2) year

Advocacy Chair

Elected Position - 2 Year Term

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.
- Coordinates chapter's participation & submission for Advocacy challenges issued by National
- Organize visits and other avenues of communication with local, state and federal elected officials
- Attend HIMSS-sponsored advocacy training and message development sessions, including the annual HIMSS Policy Summit in D.C., if BOD approves and if HIMSS National hosts the event.
- Regularly participate in the Chapter Advocacy Roundtable (CAR) at the national and regional level. Keeps the BOD and local chapter informed of national strategies.
- Point contact for National HIMSS State Government Affairs includes responding to Chapter Advocacy Challenges and Reporting Chapter/State level advocacy efforts.
- Formulate a Chapter Advocacy Committee and delegate tasks and advise advocates thru regular Chapter Advocacy Committee Meetings.
- Develop and maintain relationships thru meetings with local elected officials, policy stakeholders and state agencies (AHCA, FHA, DOH, ASTOH).
- Stay informed of legislative meetings, bills, town halls and impacts to advocacy topics (i.e. Florida healthcare policy news).
- Collaborates with Northern/Central Chapter to host HIT Day in Tallahassee.
- Coordinates in-person meeting and /or letter writing campaigns to state legislators
- Advertise and plan National HIT Week at the local South Florida level.

Qualifications:

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

Term

- Two (2) year

Membership Chair

Appointed Position - 2 Year Term

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.
- Provides membership analytics to the BOD monthly.
- Monitors Organizational Affiliates (OA) and actively promotes member growth.
- Ensure that membership recruitment is conducted at chapter events. Brings devices needed to sign up members at events. Organize tables and displays at related conferences and events.
- Maintain current member list from nationals
- Work with Secretary to prepare annual (minimum) survey. Review results with BOD and Chapter to drive new ideas and programs.
- Responsible for the committee onboarding new members monthly
- Hosts a quarterly new member orientation
- Reaches out to OA members to provide training on registration process for team members and education on OA benefits

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.

Term

- Two (2) year

Communications Chair/Co-Chair

Appointed Position - 2 Year Term

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.
- Creates a communication strategy on use of email, social media, text and/or other tools deemed valuable
- Collaborates with the program chair on the timing of messaging for events.
- 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.
- Ensures newsletter publication > 4 times annually
- Maintain the accounts & password for social media sites (including Facebook, Twitter, & LinkedIn).
- Analyzes reports on website utilization to identify possible opportunities for improvement

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.

Term

- Two (2) year

Program Chair

Appointed Position - 2 Year Term

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.
- Conduct regular programs committee meetings to oversee and direct committee work
- Coordinate and manages event logistic for other chapter events such as the annual student event, golf event, holiday event, Innovation event, & national conference meet-ups.
- Coordinate and chair the planning committee for the annual Integrate conference

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.

Term

- Two (2) year

Member-at-Large

Appointed Position - 2 Year Term

Description:

- Provide additional leadership & guidance to the chapter where needed. Assist with large chapter events assisting with tasks as assigned.

Responsibilities:

- Attend all meetings and special meetings of the Board of Directors.
- Attend to duties as requested by the President
- Support Program Chair as needed or directed
- Each at large member assists the chapter as required

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.

Term

- Two (2) year

Student Liaison

Appointed Position - 2 Year Term

Description:

- Engages student in the local chapter. Serves the chapter's spokesperson with the local universities to communicate the chapter's educational events.

Responsibilities:

- Advocate HIMSS to student population
- Report on the student affairs at monthly Board meetings
- Attend to other duties as requested by the President.
- Organize, publicize and annual Student Event
- Organize and host yearly student program
- Actively participates on the golf event planning committee raising money for the Student Scholarship fund

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.

Term

- Two (2) year

Education Chair

Appointed Position - 2 Year Term

Description:

Responsibilities:

- Develops chapter education strategy
- Monitors the chapter's educational events to ensure that the topics deemed important by National are addresses by in-live, or webinar based learning.
 - a) Clinical & Business Intelligence
 - b) Connected Health
 - c) Enterprise Imaging
 - d) Health Business Solutions/Alternative Payment Models
 - e) HIT User Experience
 - f) Innovation
 - g) Interoperability & Health Information Exchange
 - h) Clinical Informatics
 - i) Policy/Chapter Advocacy
 - j) Privacy & Security
 - k) Quality, Cost & Safety
 - l) Women in Health IT/Diversity
 - m) Student/career advancement
- Facilitates the creation & scheduling of webinars at least quarterly
- Records live event & webinar presentations for posting on the chapter website.
- 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 when applicable
- Assist members in obtaining advanced member status
- Maintain library for local members

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.

Term

- Two (2) year

Sponsorship Chair

Appointed Position - 2 Year Term

Description:

Facilitates the onboarding & renewal of annual chapter sponsors. Assists program chair to solicit sponsors to support annual events & scholarship fund.

Responsibilities:

- Chair the Sponsorship Committee
- Develop and maintain a professional relationship with organizations and corporations supportive of the chapter's mission
- Updates chapter sponsor packages to ensure they are attractive to vendors and attract participation
- Solicit sponsorships for all programs
- Solicit annual chapter sponsorships
- Introduce and recognize sponsors at programs and meetings
- Attend to other duties as requested by the President.

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.

Term

- Two (2) year

Administrative Assistant

Employed Position – Term N/A

Description:

Perform various administrative tasks including answering emails, and scheduling meetings. Organizes and updates Constant Contact communications and SFLHIMSS website as necessary and manages event registration.

Responsibilities:

- Maintains Sharepoint site, which contains the permanent corporate record of the Chapter.
- Maintain website and ensure all information presented is up to date and accurate with working links
- Prepare and send out all e-mail communication with membership via Constant Contact
- Address membership email and phone call inquiries
- Manage contact lists
- Maintain a calendar and set up meetings
- Prepare meeting materials
- Provide customer service as first point of contact
- Provides any other administrative duties as necessary

Qualifications:

- Must be a current member of HIMSS.

Term

- Not applicable

