



Board of Directors Call for Nominations

Any prospective candidate who is a HIMSS Individual Member and Ontario Chapter Member in good standing for at least one year is eligible to be nominated, or self-nominate, for a Board position. Please contact [Angie Gorden](#), HIMSS Senior Manager, Strategic Relations with any questions.

The Ontario Chapter of HIMSS Board meets 4-5 times per year. Meetings are scheduled at least three weeks in advance and a conference line is provided for those unable to attend in person.

Timeline

- **Nominations Open:** Monday, July 10, 2017
- **Nominations Close:** Monday, July 31, 2017
- **Elections Open:** Monday, August 7, 2017
- **Election Close:** Tuesday, August 22, 2017
- **Board Announced:** Monday, August 28, 2017

Open Positions 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. The President-Elect shall, in the absence of the President, preside at all meetings of the Chapter and the Chapter Board of Directors; shall automatically succeed to the office of President at the end of the presiding President's term; and shall perform all duties incident to the office of President-Elect and such other duties as may be prescribed by the President or by the Chapter Board of Directors.

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 term ending June 30, 2018; 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.
- If schedule allows, attend Chapter Leader Exchange hosted by HIMSS in July
- Manage professional relationships with other organizations affiliated with the chapter (collaborators)

Qualifications:

- Must be a current member of HIMSS and the chapter 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 shall be responsible for all funds and securities of the Chapter; shall receive and give receipts for monies due and payable to the Chapter from any sources whatsoever, and shall deposit all such monies in the name of the Chapter in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these bylaws; shall submit financial reports to HIMSS, to the Chapter Board of Directors at its regular meetings, and to the Chapter membership at its Annual Meeting; and shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Chapter Board of Directors.

Term: One year term ending June 30, 2018.

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 and the chapter 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: The Secretary shall keep or cause to be kept the minutes of the meetings of the Chapter Board of Directors and voting members; shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; shall be custodian of the corporate records; shall keep or cause to be kept an accurate census of the Chapter membership; and shall in general perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Chapter Board of Directors.

Term: One year term ending June 30, 2018.

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 Extranet site.
- 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 and the chapter 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.

Member at Large

Description:

- Provide representation on the chapter board to represent the whole membership assuming duties and needs of the chapter throughout the term. Provide support and guidance to any/all board members, committees, and liaisons as needed.

Term: One year term ending June 30, 2018.

Responsibilities:

- Attend all meetings of the Chapter BOD; including special meeting, conference calls and face-to-face as needed.
- Accept special assignments such as policy review and procedure development.
- May be asked to serve as chair of any ad hoc committee formed.

Qualifications:

- Must be a current member of HIMSS and the chapter 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.