| Position | Description of Responsibilities | Term | Estimated Time Commitment |
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| Past President | * 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 | * One year * Filled by succession from the president role | * Four hours of meetings and Chapter work each month |
| President | * 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 wit 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. | * MINNESOTAchapterOne year * Filled by succession from the President Elect role. | * Eight hours of meetings and Chapter work each month * Attend the Annual HIMSS conference, four days. |
| President Elect | * 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 a 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 | * One year * Elected by active members * Immediately follows with the President and Past-President roles | * Six to eight hours of meetings and Chapter work each month * Attend the Annual HIMSS conference, four days * Attend the Annual HIMSS Leadership conference, two days. |
| Secretary | * 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 | * Two years * Elected currently during even years | * Six to eight hours of meetings and Chapter work each month |
| Treasurer | * 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. | * Two years * Elected currently during even years | * Four to six hours of meetings and Chapter work each month. |
| Programs Director | * Chair the Programs Committee * Groom the Programs Chair Elect for the following year * Conduct monthly programs committee meetings to oversee and direct committee work * Conduct brainstorming session at summer retreat to determine topics * Create annual programs schedule * Find and vet speakers for each program * Research and chose event location, catering, etc. * Coordinate and manage monthly programs * Coordinate and manage annual all-day conference | * One year * Volunteers for this position are approved by the Board | * Four to six hours of meetings and Chapter work each month. * Increase workload around annual conference |
| Programs Director Elect | * Must serve following year as Chair the Programs Committee * Assist Programs Director as requested * Coordinate at least one program * Assist with Annual Conference as needed | * One year * Immediately follows with Programs Director role | * Four to six hours of meetings and Chapter work each month. |
| Membership Director | * 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 * Organize tables and displays at related conferences and events. | * Two years * Volunteers for this position are approved by the Board, currently, an even year cycle. | * Four to six hours of meetings and Chapter work each month. |
| Communications Director | * Maintain the Chapter web site: [www.himss-mn.org](http://www.himss-mn.org) * Email addresses * Scroll Box * Programs and Event Schedule * Promos for Program Committee * Design and layout of all programs * Solicit program topics, text and speaker biographies from the Programs chair * Attend to other duties as requested by the President. | * Two years * Volunteers for this position are approved by the Board, currently, an odd year cycle; | * Two hours of Chapter meetings each month * Eight to ten hours of website maintenance and Chapter work each month; July may require additional time with the Board transition |
| Sponsorship Director | * 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. | * Two years * Volunteers for this position are approved by the Board, currently, an even year cycle. | * Four to six hours of meetings and Chapter work each month. |
| National Advocacy Liaison | * 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 | * Two years * Volunteers for this position are approved by the Board, currently, an odd year cycle. | * Four to six hours of meetings and Chapter work each month. |
| Student Affairs Director | * Chair the Student Affairs Committee * 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 award HIMSS-MN Scholarship * Organize and host yearly student program | * Two years * Volunteers for this position are approved by the Board, currently, an even year cycle. | * Four to six hours of meetings and Chapter work each month. |
| Clinical Informatics Director | * Chair the Nursing Informatics Committee * Work with Programs Committee to endure that Nursing Informatics topics are represented at each event * 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 * Work with Scholarship Committee on any nursing specific scholarships | * Two years * Volunteers for this position are approved by the Board, currently, an odd year cycle. | * Four hours of meetings and Chapter work each month. |
| Member at Large | * Attend each Board Meeting either in person on via phone * Attend the summer transition meeting in person * Attend to duties as requested by the President and/or Past President * Serve on at least 1 committee with active participation * Committee responsibilities are as follows, * Leading one event in Programs; or * Making a certain number of contacts for Sponsorship; or * Assist Communications, Advocacy or Membership based on that director’s needs. * Attend each committee meeting either on phone or in person | * One Year * Volunteers for this position are approved by the Board | * 4-6 hours per month |