| Position | Description of Responsibilities | Term | Estimated Time Commitment |
| --- | --- | --- | --- |
| 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
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