

# Health Information Management Association of Australia

## SPECIAL INTEREST GROUP TERMS OF REFERENCE

### 1. Purpose

Special Interest Groups (SIG) are structured as forums under the Health Information Management Association of Australia (HIMAA) umbrella to discuss issues of common interest, to share information and to promote best practice that relates to particular areas of interest in health information. SIG also provide an opportunity for networking and enhancing knowledge through targeted professional development. SIG provide members with opportunities for interaction and a platform to contribute to relevant HIMAA State and National dialogue and strategy development.

SIG may be formed on:

- A state/territory level basis and function as a constituent of the relevant state/territory branch of HIMAA; or
- A state/territory basis and function as a constituent of the HIMAA national Board where there is not an existing (operating) relevant state/territory branch of HIMAA; or
- On a national basis and function as a constituent of the HIMAA national Board.

### 2. Composition of SIG

HIMAA recognises the diverse needs of members and encourages members to participate in SIG that address their special needs. Membership is open to financial HIMAA members and Student Members.

Non HIMAA members may become members of the SIG and attend meetings and presentations, as the SIG sees fit. The Convenor of the SIG must be a financial HIMAA member (Full or Affiliate).

### 3. Accountability

The SIG is to provide a brief quarterly report to the relevant HIMAA State/Territory Branch or HIMAA National Board, as appropriate. The Convenor of each SIG is responsible for compiling this report. Where the SIG reports to a State/Territory branch, it is the responsibility of the State/Territory Branch to convey this information to the HIMAA Board via its quarterly Board report.

### 4. Frequency and time of meetings

Each SIG will set its own meeting schedule as it sees fit.

## **5. Functions and responsibilities**

All SIG members are encouraged to be active participants in meetings and to nominate topics for the Agenda. Apologies are expected in advance if a member is not able to attend.

The role of the Convenor is allocated through annual Expressions of Interest (EOI) to the State/Territory Branch Executive or HIMAA National Board, as appropriate. This is not an elected position and an EOI should be called by the State Branch/National Board once a year. The person acting as the Convenor may be re-selected more than two times if there are no other EOIs and the Executive/Board feel this is in the best interests of the SIG. In the absence of any EOIs from a HIMAA member, the State Branch Executive/Board may approach a suitable candidate to fill the role until the next call for EOIs. Should the State Executive/Board be unable to identify a suitable candidate, the State President or State Vice President, or a Board member, as appropriate, shall fill this role until a new Convenor can be appointed. In the absence of the Convenor from a meeting, the Convenor will nominate a replacement from the general membership of the SIG, with preference to a HIMAA member.

The Convenor is responsible for:

- Organising and facilitating meetings,
- Confirming the Agenda,
- Coordinating attendee's in advance of the meeting,
- Circulating the Agenda at least one week prior to a meeting so that members have sufficient time to make arrangements for attendance and consider any Agenda items, and
- Organising any presentations or events (but may approach the State Branch Executive/National Board for assistance if required).

The Convenor may delegate various of these functions as they see fit.

## **6. Recording and distribution of proceedings**

There is no formal requirement for the generation of minutes from the meetings of the SIG, although this is encouraged. Where minutes are taken, they are to be confirmed at the next meeting.

## **7. Out of pocket expenses**

Any expenses relating to parking or travel to and from meetings will be met by SIG members or their employers. Where catering expenses for meetings are not met by the host facility, the SIG may apply for funding from the State Branch/National Board, as appropriate. Negotiating funding is the responsibility of the Convenor with either their State President or the CEO, HIMAA, as appropriate. Where relevant, financial records relating to expenditure will be kept for auditing purposes and forwarded either to the State President or the CEO, HIMAA, as appropriate.

## **8. Provision of advice**

SIG are available to inform the National Board's contributions to the national health information debate through either the State Executive or directly to the National Board, as appropriate. The SIG may be called on by the National Board to review and make recommendations concerning issues of current interest according to the experience and expertise of members. Such activities must be sanctioned and coordinated through either the National Board or the relevant state/territory branch. The SIG will not have a public voice and any public comment must be made through the State branch or National Board. The SIG is not a decision making group, but may refer any decisions/recommendations to the State branch Executive or National Board for consideration.