

HIMAA Director Roles and Responsibilities Nov 2017 – Oct 2018

Responsibilities of all Directors	
Vicki Bennett, Sharon Campbell, Vera Dimitropoulos, Grant Duffill, Catherine Garvey, Megan Hayes, Cheens Lee, Cassandra Rupnik, Mark Upton.	
<ul style="list-style-type: none"> • Represent the members of HIMAA • Govern HIMAA as per the Constitution and in accordance with policies developed by the HIMAA Board, including the Delegations Manual, and in accordance with relevant legal requirements • Ensure the Constitution of HIMAA is upheld • Adhere to HIMAA Board endorsed policies, procedures, frameworks and terms of reference • Establish overall long and short term goals, objectives and priorities for HIMAA in meeting the needs of its members • Be accountable to the members for the services provided and funds expended • Monitor and evaluate the effectiveness of HIMAA through a regular review of services • Prepare for and participate in the discussions and the deliberations of the Board • Attend a minimum of 80% of scheduled meetings • Be responsive when advice and input is sought from Directors and in the progression of Board actions within required timeframes • Foster a positive working relationship with other Board members and HIMAA staff • Advocate for and appropriately represent HIMAA • Be alert to issues and risks and environmental, social and political changes and initiatives that may impact on HIMAA • Be aware of and abstain from any conflict of interest, and declare any conflict of interest if this should arise • Ensure appropriate succession planning within the roles of the Board • Be accountable for seeking nominations for election to the Board when appropriate 	
Office Bearer Responsibilities	
President:	Catherine Garvey
<ul style="list-style-type: none"> • Lead the Board to establish and meet overall long and short term goals, objectives and priorities for HIMAA in meeting the needs of its members • Provide leadership and direction to the Board • Chair Board meetings • Monitor the progress of Board meeting actions and initiatives • Chair Extraordinary and Annual General Meetings • Address Annual General Meetings on behalf of the Board • Provide leadership and direction to the CEO as the Board's delegate, including providing the CEO with regular feedback and undertaking performance appraisal activities • Be a signing authority on behalf of the Board for financial and legal purposes • Endorse (sign) the audited financial statements • Be the primary spokesperson for HIMAA to the media and community at large • Represent HIMAA to key stakeholders, including governments, community groups, and other professional bodies and enhance stakeholder relations • Regularly communicate to members via eNewsletter and HIM-I • Arrange for the Senior Vice President to chair meetings in their absence • Chair the Branch President's meeting • Participate in Executive meetings with the CEO, Senior Vice President, Vice President and Treasurer 	
Senior Vice-President:	Cheens Lee
<ul style="list-style-type: none"> • Assist the President in the execution of their responsibilities • In the absence of the President, accept the responsibilities of the President • Be a signing authority on behalf of the Board for financial and legal purposes 	

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<ul style="list-style-type: none"> Participate in Executive meetings with the CEO, President, Vice President and Treasurer 	
Vice-President:	Cassandra Rupnik
<ul style="list-style-type: none"> Assist the President and Senior Vice President in the execution of their responsibilities In the absence of the Senior Vice President, accept the responsibilities of that position In the absence of both the President and Senior Vice President, accept the responsibilities of the President Participate in Executive meetings with the CEO, President, Senior Vice President and Treasurer 	
Treasurer:	Mark Upton
<ul style="list-style-type: none"> Read/understand/interpret all HIMAA financial statements Present financial statements to the Board on a regular basis Present the annual budget to the Board for endorsement Monitor progress against budget and that new initiatives are achieved within the budget allocated Assess the financial impact of new business and initiatives presented to the Board for discussion Promote revenue and profit generating activities and identify opportunities for cost efficiencies and savings Raise any financial concerns or risks with the Board Chair the Finance, Audit and Risk Management (FARM) Committee Endorse (sign) the audited financial statements Ensure audited financial statements are presented to the Board on an annual basis Present the annual financial report to the Annual General Meeting Participate in Executive meetings with the CEO, President, Senior Vice President and Vice President 	
Branch Convenors Committee	Catherine Garvey / Chair
<ul style="list-style-type: none"> Regularly liaise with Branch Convenors in relation to HIMAA and Board matters Seek feedback from Branch Convenors Address issues raised by Branch Convenors 	
Board Representative Responsibilities	
Finance, Audit & Risk Management (FARM):	Mark Upton / Treasurer & Chair Megan Hayes, Grant Duffill
<ul style="list-style-type: none"> Oversee HIMAA's finance, audit and risk functions in accordance with the FARM TOR Make recommendations to the Board relating to finance, audit and risk Regularly report to the Board in relation to finance, audit and risk 	
Conference Convenor Conference Committee	Linda Westbrook* Cheens Lee
<ul style="list-style-type: none"> Oversee planning of the annual HIMAA conference in accordance with the Conference Committee TOR Determine conference locations in advance, in consultation with the Board Report to the Board on the progress of conference planning and execution Report to the Board on conference evaluation and feedback Chair Conference Committee meetings (Conference Convenor) 	
Editorial Board	Sharon Campbell
<ul style="list-style-type: none"> Represent the Board at Editorial Board meetings Report to the Board on relevant issues and events relating to the HIM Journal and HIM-I Provide the Editorial Board with relevant information on issues and events from the Board Ensure that the Editorial Board is complying with the Editorial Board TOR 	
Education Committee	Vicki Bennett / Chair
<ul style="list-style-type: none"> Represent the Board at Education Committee meetings, advancing HIMAA's strategic theme and initiatives relating to education 	

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<ul style="list-style-type: none"> Report to the Board on relevant issues and events relating to education Collaborate with institutions involved in education of HIMs Work with the Education Committee to review and ensure the currency of HIM competencies Ensure that the Education Committee is complying with the Education Committee TOR 	
VET Sub-Committee	Vera Dimitropoulos / Chair
<ul style="list-style-type: none"> Represent the Board at RTO Sub-Committee meetings Contribute to the governance of HIMAA's RTO function 	
Tertiary Education Sub-Committee	Vera Dimitropoulos
<ul style="list-style-type: none"> Represent the Board at Tertiary Education Sub-Committee meetings Contribute to the delivery of HIMAA's tertiary qualification accreditation function 	
Professional Development Sub-Committee	Mark Upton / Chair
<ul style="list-style-type: none"> Represent the Board at the Professional Development Sub-Committee meetings Progress HIMAA's professional development strategy and initiatives 	
Qualifications Equivalence Review Panel	Vicki Bennett
<ul style="list-style-type: none"> Assessment overseas qualifications for equivalence with those accredited to HIMAA competency standards. Assessment of local qualifications in combination with overseas qualifications for equivalence to those accredited to HIMAA competency standards. Oversight of mutual recognition negotiations with international HIM associations (IFHIMA members) 	
Clinical Coding Advisory Committee	Louise Matthews / Chair * Megan Hayes
<ul style="list-style-type: none"> Represent the Board at CCAC meetings and fulfil the role of Deputy Chair Report to the Board on relevant issues and events relating to clinical coding Provide the Advisory Committee with relevant information on issues and events from the HIMAA Board Progress strategic coding initiatives for HIMAA members 	
Practice Quality and Safety Standards Committee	V Dimitropoulos / Chair
<p>Committee of the Board to advance HIMAA's strategic themes and initiatives in relation to quality and safety standards for health information management professional practice to:</p> <ul style="list-style-type: none"> Support members in providing quality assurance for the profession Provide guidelines to underpin national awards and job classifications and support members in industrial advocacy at the local level 	
Positioning and Advocacy Committee	C Garvey/ Chair Megan Hayes
<ul style="list-style-type: none"> Working group to advance HIMAA's strategic theme and initiatives 	
Fellowship and Membership Panel	Dr Kerryn Butler-Henderson*, Professor Phyllis Watson*
<ul style="list-style-type: none"> A panel of 2 x Board members and 1 x Life Member to assess Fellow Member applications. The 2 Board members to also assess applications for Senior Associate membership 	
Workforce Working Group	Julie Brophy / Chair* Cassandra Rupnik
<ul style="list-style-type: none"> Working group to advance HIMAA's strategic theme and initiatives 	
Business Development Working Group	Cheens Lee/ Convenor Catherine Garvey , Cassandra Rupnik, Megan Hayes, Vera Dimitropoulos
<ul style="list-style-type: none"> Working group to advance HIMAA's strategic theme and initiatives 	

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Privacy Working Group	Sharon Campbell/ Convenor* Mark Upton
<ul style="list-style-type: none"> Working group to advance HIMAA's strategic theme and initiatives 	
Research Advisory Committee	Vicki Bennett / Chair
<p>Committee of the Board to:</p> <ul style="list-style-type: none"> Contribute to the development and implementation of HIMAA's strategic plan as it relates to research; Develop a strategy to support the funding of health information management related research; Provide a representative to relevant HIMAA committees; Prioritise and discuss issues of relevance to research in order to provide expert advice to the HIMAA Board, including opportunities to promote research collaboration, opportunities and initiatives; Consider and draft responses on HIMAA's behalf to health information management research relevant submissions and papers; 	
Australian National Director, IFHIMA	Vera Dimitropoulos
<ul style="list-style-type: none"> Represent Australia at IFHIMA meetings Report to the Board on relevant IFHIMA and international HIM issues and events Provide IFHIMA with relevant information on issues and events from Australia and the HIMAA Board Comply with requirements as per the IFHIMA National Director position description 	
Australian Deputy National Director, IFHIMA	Vicki Bennett
<ul style="list-style-type: none"> Assist the Australian National Director in the execution of their duties Comply with requirements as per the IFHIMA Alternate National Director position description 	
Certified Health Informatician Australia (CHIA) Directors x 2	Travis Ingram* Vicki Bennett
<ul style="list-style-type: none"> Represent HIMAA on the Board of Governance of the CHIA program Report on CHIA governance matters of importance to the Board including risks. Source Board advice on strategic and other governance matters requiring Board input or approval. 	

*Board appointee

All roles and responsibilities are conducted in a voluntary capacity.