



**HIMAA BRANCH**

**TERMS OF REFERENCE**

**Version 2, Created 2017**

## DOCUMENT INFORMATION

This is a document controlled by the HIMAA Board.

## VERSION HISTORY

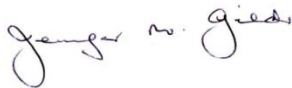
The following outlines the high-level changes that have been made to each version of this document and who made them: **Version Notes Changes made by Date**

1. Initial Draft ToR Working Group Approved by BPNC t/c 5 Nov 2014
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## SIGN OFF

Endorsed by: Jenny Gilder, Chair

HIMAA Branch Convenor's Committee



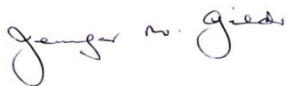
Signed: \_\_\_\_\_

Date: 31 October 2017

Approved: Jenny Gilder

President

Health Information Management Association of Australia



Signed: \_\_\_\_\_

Date: 31 October 2017

## REVIEW DATE

This document will be reviewed every second year from date of approval.

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## 1. BACKGROUND

1.1 The Board of Health Information Management Association of Australia (HIMAA) has established this Branch under the terms of Rules 77 – 79 in the HIMAA Constitution as amended November 2016.

1.2 This document establishes the authority and responsibility of the Branch so that it may function effectively as a branch of the Association by virtue of these Terms of Reference.

1.3 These Terms of Reference (ToR) constitute the Branch Regulations stipulated by the HIMAA Constitution, Rules 79.1 and 79.2.

1.4 The Branch will report as a minimum with one report being written for the HIMAA Annual Report. Quarterly reports are required for formalised Branches.

## 2. PURPOSE

2.1 HIMAA Branches, of the Health Information Management Association of Australia Ltd (HIMAA), are comprised of members ordinarily resident in the relevant State or Territory, region or locality groupings to enable localised discussion of issues of common interest, collegiality, sharing of information and the promotion of best practice in health information management through local advocacy and continuing professional development (CPD) activities. The role of the branch is to:

- a) Provide members with opportunities for interaction and a platform to contribute to relevant HIMAA State/Territory dialogue and advancement of the profession;
- b) Provide an opportunity to contribute to the achievement of HIMAA strategic objectives as reflected in periodic HIMAA Strategic Plans, for networking and enhancing knowledge at the frontline of the profession.

2.2 Branch Committees are constituted by the HIMAA Board as a Committee of the Board.

2.3 The Terms of Reference predominately refer to a Branch Committee as the body of Branch members who serve the Branch in a leadership and coordinating function. The Branch must have at least one representative to the Board referred to as Branch Convenor. See Section 5, *Strategic Advocacy*, for more information.

2.4 The Branch may choose to have a managing Committee, Executive, to support the functioning of the Branch.

### 3. ACCOUNTABILITY

3.1 The Convenor, hereafter to be read as Convenors/ Chair throughout these Terms of Reference, of each Branch is responsible for reporting Branch activity to the Board. A minimum of one report, in time to articulate with the annual HIMAA Board reporting, is required. Reports are quarterly for formalised Branch Committees, one of which is for the HIMAA annual report. The Convenor is also responsible for compiling and writing a Branch contribution to the HIMAA Annual Report.

3.2 The Branches in their turn undertake to maintain a balanced budget, conform to a pro-membership HIMAA Branch Pricing Policy, and provide reports as detailed in these Terms of Reference.

3.3 Any surplus generated by a Branch, conforming to 3.2 at financial year's end, is added to the balance with which the Branch commences the next financial year.

3.4 These accountabilities are documented in a *Branch Services Agreement (Appendix 1)*, as appended to these ToR.

3.5 The currency of the Branch Services Agreement is maintained by HIMAA's Membership Officer.

### 4. FUNCTIONS AND RESPONSIBILITIES

#### BRANCHES

4.1 All HIMAA members are encouraged to be active participants in Branch continuous professional development (CPD), networking, social and other activities and in general branch meetings, known as "branch meetings" and to nominate topics for activities and branch meeting agendas.

#### CREDENTIALLING

4.2 Branch members are encouraged to seek the status of Certified Health Information Manager or Certified Health Information Practitioner and encourage other HIMAA members to do so.

#### MEETING ATTENDANCE

4.3 Branch Committee Members are expected to attend the minimum number of Committee meetings set by the Convenor/ Committee. Apologies are expected in advance if a Branch Member/ Committee member is not able to attend a designated Committee meeting.

## MEMBERSHIP REGISTER

4.4 Branch Convenors/ Committees are required to:

4.4.1 Maintain an up-to-date list of members and Branch leadership roles with the National Office through the National HIMAA Office Membership Officer.

4.4.2 Provide an annual Committee and Branch membership return to the National Office for publication in the Annual report.

## GOVERNANCE STRUCTURE

4.5 Due to differences in Branch membership size, Branch Committees may adopt different governance structures in order to implement their delegation of authority from the HIMAA Board.

### FUNCTION – BRANCH COMMITTEE

4.6.1 With HIMAA Board approval branches may form a Committee for governance purposes. The position of a Branch Convenor is the principal leadership role of this Committee. The Committee acts as an executive for the branch, and tends to follow more formal Committee structure and proceedings. Branch Committees may also form Working Groups, accountable to the Committee, for the purposes of event organisation and CPD.

### FUNCTION – BRANCH COMMITTEE SELECTION

4.6.2. Branch Committee membership is through an annual expression of interest called by the Branch Convenor when notified by the HIMAA Membership Officer seeking annual register updates. To be a member of the Branch Committee, the nominee must be a current financial member of HIMAA for the duration of holding the role.

4.6.3 Selection of Branch Committee members by the Branch Convenor, via Expression of Interest, and, if applicable, their Branch Executive Committee is to be made on the following criteria, as relevant, in order of priority:

- a. Financial HIMAA membership;
- b. CHIM or CHIP status in HIMAA's Professional Credentialing Scheme;
- c. Contribution to HIMAA Committees or Working Groups as chair or convenor;
- d. Contribution to HIMAA Committees or Working Groups as a member volunteer;

- e. Other contribution to HIMAA professional life;
- f. Other leadership in the profession.

4.6.4 The Convenor notifies the HIMAA Board of appointees through the National Office of the Chief Executive Officer (CEO).

**4.7 The office of the Branch Convenor** is appointed through biennial Expressions of Interest (EOI) to HIMAA's Office of the CEO (Executive Support Officer).

4.7.1 This role is not an elected position and an EOI shall be called by the National Office, at least, every second year or where unexpected vacancy arises.

4.7.2 Except with the unanimous consent of the Board, the person fulfilling the role of Convenor may be re-selected more than two consequent periods of appointment (continuous or otherwise) if there are no other nominees and the HIMAA Board considers this is in the best interests of the Branch.

4.7.3 Selection of the Branch Convenor will be made by the HIMAA Board or Executive on the basis of the following criteria, in order of priority:

- a. Financial HIMAA membership, in the category of Full, Fellow, or Senior Associate member of HIMAA;
- b. CHIM or CHIP status in HIMAA's Professional Credentialing Scheme;
- c. HIMAA Board membership at any time;
- d. Contribution to HIMAA Committees or Working Groups as chair or convenor;
- e. Contribution to HIMAA Committees or Working Groups as a member volunteer;
- f. Presentation history at Branch CPD events or HIMAA's national conference or other summits or symposia;
- g. Publication in HIMAA journals, or other peer-reviewed journals;
- h. Communication authorship in HIMAA newsletters or social media;
- i. Other contribution to HIMAA professional life;
- j. Other leadership in the profession.

4.7.4 In the absence of any nominations in response to EOIs from a HIMAA member, the Board may approach a suitable candidate to fill the role until the next call for EOI. Should the Board be unable to identify a suitable candidate, a Director of the Board shall fill this role until a new Convenor can be appointed.

4.7.5 In the absence of the Convenor to chair a meeting, the Convenor will nominate a proxy to fulfil the role.

4.7.6 The Convenor is responsible for ensuring the following occurs:

- a. Organising and facilitating branch and Branch Committee meetings, including:
  - Securing a meeting venue;
  - Chairing the meeting;
  - Co-ordinating attendee's in advance of the meeting;
  - Confirming the Agenda;
  - Circulating the Agenda at least one working week prior to a meeting;
  - Nominating a Proxy or delegate when unavailable.
- b. Developing and leading a Board-approved Committee structure of leadership roles to fulfil functions delegated to them by the Convenor. (Refer **Appendix 2** *Branch Committee Leadership Roles and Responsibilities*).
- c. Implementing Board-approved meeting and Committee proceedings that enable effective, adequate and appropriate functioning and recording of the Committee.
- d. Organising Expressions of Interest through the National Office as required to replace any Branch vacancies.
- e. Maintaining a current list of Branch Committee members with the HIMAA Membership Officer, including monitoring of members added or removed from time to time.
- f. Liaising with HIMAA National Office to access Branch Services, as detailed in the *Branch Service Agreement*, showing respect to all staff members, and ensuring any contact with National Office staff is with the knowledge of the CEO, as the Board's delegated authority for all operations.
- g. Monitoring/ financial management of Branch budget according to the national branch pricing policy;



- h. Maintaining the Branch website, in consultation with the National Office as needed;
- i. Organising branch initiatives within budget to support and engage Branch members in line with HIMAA's strategic plan, as agreed to by the Branch Committee;
- j. Liaising with other Branch Convenors including participation in National Branch Convenors meetings and events.
- k. Branch communication through Board-approved HIMAA communication channels such as eNews and eNewsletters.
- l. Managing Branch correspondence;
- m. Facilitating the formation of Branch Committee Working Groups as required by the Branch Committee;
- n. Attending ceremonies and presenting achievement and acknowledgement awards;
- o. Organising Branch events, particularly for networking and professional development;
- p. Enhancing relationships with other professional groups and agencies as appropriate and in accordance with HIMAA's *Stakeholder Engagement Policy*; See **Appendix 3**.
- q. Submission of quarterly and annual Branch reports to HIMAA Board;
- r. Delegating **(e)** to **(q)** above to leadership roles according to a Board-approved Committee structure of roles and responsibilities (See **Appendix 2**).

The Convenor, or their delegate, may approach the National Office for assistance with events in keeping with the *Branch Service Agreement*.

## 5. STRATEGIC ADVOCACY

5.1 Each Branch is encouraged to contribute to the national health information debate through its Convenor/ Committee to the National Board of Directors.

5.2 Through their quarterly reports or papers of submission addressed to the Board, the Branch is encouraged to bring issues or concerns of a local level and of national

importance to the Board, or seek Board support for Branch advocacy at a local level in keeping with HIMAA policy and strategy. The Branch may make recommendations to the Board on policy or strategy arising from such issues or concerns.

5.3 The Branch may be called on by the National Board to review and make recommendations concerning issues of current or strategic interest.

5.4 All public comment must be made through the National Board. However, the National President may delegate a spokesperson role to a Branch Convenor at their discretion.

5.5 The Branch may make decisions in relation to Branch level activity. Decisions for the Association are made by the Board.

5.6 Branch Convenors/ Committees are actively encouraged to make recommendations for the strategic advancement of the Association to the HIMAA Board.

## 6. MEMBERSHIP

6.1 HIMAA Branch membership is open to current, financial HIMAA members who are as defined in Rules 7.2, 7.3 and 7.6 of the HIMAA Constitution of 2016.

6.2 The Convenor of the Branch must be a Fellow, Full or Senior Associate member of HIMAA.

6.3 Duration of Committee membership is determined by the Board-approved Committee structure and procedures.

6.4 All Branch members will behave according to HIMAA's *Principles of Professional Practice* (**Appendix 4**) and *Fair Work* legislation.

## 7. MEETINGS

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

7.2 Where a Branch Committee calls for and conducts a Branch Committee meeting, other than an annual branch meeting, these meetings will be minuted.

7.3 A minimum of one general meeting of branch membership, known as the "annual branch meeting" is required per year, in time to articulate with the annual HIMAA Board reporting.

7.4 An agenda will be provided for all, and in particular this, meeting and all its decisions, discussion, outcomes and actions minuted.

7.5 Where minutes are taken, they are to be confirmed at the next meeting and authorised by the Convenor once confirmed.

7.6 Branches may utilise the cloud document management system currently in use by HIMAA National Office for document storage and sharing. Convenors act as the initial point of contact for Branch access with HIMAA's IT functionary.

7.7 Branches may utilise HIMAA teleconference facilities, particularly for regional and remote connectivity of members. This teleconference service states, at the start of the connection for each caller, that the call is being recorded. Voice records are automatically stored for twenty eight calendar days by the provider, and whether or not accessed in that time, are automatically deleted by the provider. Requests for access to the records should be directed to the ESO. This service is provided at no cost to the Branch.

## 8. TERMINATION

8.1 Resignation of a Branch Convenor – A Branch Convenor must resign in writing to the President of HIMAA, providing one months' notice to enable a handover to their replacement. If the resignation causes a casual vacancy, unless, where there is no provision in place at a local Branch level, e.g. Deputy Convenor, the Board may appoint a nominee to the role until such time as an Expression of Interest call can identify a replacement Convenor.

8.2 Removal of a Branch Convenor – The HIMAA Board may remove a Branch Convenor for breaches of *Fair Work* legislation, Corporate legislation, Rule 14 of the HIMAA Constitution or HIMAA's *Principles of Professional Practice*. In such circumstances, the Board may appoint a nominee to the role until such time as an Expression of Interest call can identify a replacement Convenor.

8.3 Resignation from a Branch Committee – Branch Committee members are required to provide one month's notice to the Convenor of a resignation from the Committee.

8.4 Casual vacancies on a Branch Committee can be filled by a nominee of the Convenor, with HIMAA Board approval, until such time as the next annual round of EOI are called for Branch Committee membership.

8.5 Removal from Branch Committee - The HIMAA Board may remove a Branch Committee member for breaches of, *Fair Work* legislation, Corporate legislation, Rule 14 of the HIMAA Constitution or HIMAA's *Principles of Professional Practice*. In such circumstances, the Branch Convenor may appoint a nominee, approved by the HIMAA Board, to the role until such time as an Expression of Interest call can identify a replacement.

8.6 Dissolution of Branch or Branch Committee – just as, per Rule 77.2 of the HIMAA Constitution 2016, the HIMAA Board can approve or initiate the establishment of a Branch and, under Rule 7.9.3.3, establish a Branch Committee, so too under Rule 72.1 the Board can dissolve either a Branch or a Branch Committee.

Appendix1 - [HIMAA National Office Branch Service Agreement](#)

Appendix 2 - Branch Committee Leadership Roles and Responsibilities

Appendix 3 - [HIMAA Stakeholder Engagement Plan](#)

Appendix 4 -[Principles of Professional Practice](#)

## Appendix 1: HIMAA National Office Service Agreement with Branches

The HIMAA Branch Convenors agree with the HIMAA National Board to the service arrangements and obligations between the National Office, the Board and Branches.

<b>HIMAA National Office provides the following services:</b>	<b>Provide:</b> What the HIMAA services consist in <b>Require:</b> What HIMAA requires from Branch to deliver the service	<b>Branch Processes and Contacts</b> [Optional: FOR BRANCH USE]
<ul style="list-style-type: none"> <li>• Branch and Convenors Committee Meetings</li> </ul>	Provide: <ul style="list-style-type: none"> <li>- Toll-free teleconference link</li> <li>- OpenGoo document access</li> <li>- Email of meeting documents on the Friday before meetings</li> <li>- Agenda</li> <li>- Minutes</li> <li>- Other document circulation as required/requested</li> <li>- Ex officio staff attendance by Membership Officer, and by Director of Standards &amp; Resources and Marketing &amp; Events Manager as required</li> <li>- Membership general update e.g. monthly stats and YTD</li> <li>- Conference updates</li> </ul> Require: by <b>Executive Support Officer</b> <ul style="list-style-type: none"> <li>- Attendance – quorum required for each meeting is 50% + one</li> <li>- Timely Apologies (on receipt of agenda; minimum day before)</li> <li>- Provision of delegate if apology known (minimum day before)</li> <li>- Attachments/Item briefs – a week before the meeting</li> </ul>	
<ul style="list-style-type: none"> <li>• HIM Awareness Week promotion</li> </ul>	HIM Awareness Week support	

<ul style="list-style-type: none"> <li>• Registration service for Branch events</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- Registration form online with payment system – including payment detail e.g. concessions, member vs. non-member rate</li> <li>- Registration support (technical and payment enquiries)</li> <li>- Follow up with non-payment</li> <li>- Reports on registration status, dietary requirements etc.</li> </ul> <p>Require:</p> <ul style="list-style-type: none"> <li>- <b>Registration site – by IT Department</b> <ul style="list-style-type: none"> <li>o Single point of contact for branch liaison and sign off</li> <li>o Branding, templates, content, sponsorship logos etc for registration site – 1 week prior to opening registrations</li> </ul> </li> <li>- <b>Launch – 4-6 weeks priors to event – to IT Department</b> <ul style="list-style-type: none"> <li>o single contact for branch liaison</li> <li>o what exactly is involved and offered – features and benefits of events</li> <li>o pricing</li> <li>o program</li> <li>o speakers – including consent forms and photos (passport sized, white background, no bigger than 1 MB – a “selfie” is fine) and 300-word bio</li> <li>o format (lecture, workshop, Q&amp;A Panel)</li> <li>o sponsors logos with URL to link through</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• eAlert and eNewsletter publicity for Branch events</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- eAlert or HIMAA Matters – broadcast news and information</li> <li>- Pre-event publicity</li> <li>- Post event report in HIMAA Matters</li> <li>- Branch report in HIMAA Matters</li> <li>- Branch Report in Annual Report</li> </ul>	

	<p>Require: - by <b>HIMAA Membership Officer</b></p> <ul style="list-style-type: none"> <li>- Copy – final signed-off text only</li> <li>- graphics and logos of sponsors</li> <li>- enquiries contact</li> <li>- proofing contact for sign off</li> <li>- where changes are agreed necessary, in tracked changes in copy rather than editorial direction</li> <li>- submission finalised 1 week prior to broadcast</li> <li>- For HIMAA Matters – signed off submissions only             <ul style="list-style-type: none"> <li>- photos passport size against white background</li> <li>- monthly events information &amp; branch report</li> <li>- recommendations for “Selfies” member profile feature – 2 weeks prior to publication</li> <li>- 1 week prior to issue (5 working days)</li> <li>- Confirmation of pending submission – 2 week prior to publication</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Financial accounting for Branches</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- Branch cost centres maintained routinely (except SA and WA)</li> <li>- Branch cost centre cash flow reports on request</li> <li>- Reporting on invoices</li> <li>- Event reports</li> </ul> <p>Require: by <b>Director Finance and Operations</b></p> <ul style="list-style-type: none"> <li>- 5 working days’ notice for budget update or cash flow report</li> </ul>	
<ul style="list-style-type: none"> <li>• Monthly branch membership data portals</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- Monthly general membership data updates to BCC</li> <li>- Membership Portal Access</li> </ul> <p>Require: by <b>HIMAA Membership Officer</b></p> <ul style="list-style-type: none"> <li>- Change of contact information - asap</li> </ul>	

<ul style="list-style-type: none"> <li>IT web support for branches</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- State website</li> <li>- IT training in use of branch web site</li> <li>- Interim support between branch site managers</li> <li>- Access to National Facebook (reports, photos, events etc.)</li> <li>- LinkedIn HIMAA page (individual contribution)</li> </ul> <p>Require: by <b>IT Department</b></p> <ul style="list-style-type: none"> <li>- Branch Sites             <ul style="list-style-type: none"> <li>o specified site manager</li> <li>o content updated</li> <li>o change of contact identification and notification</li> </ul> </li> <li>- Facebook – submission of material to IT Department             <ul style="list-style-type: none"> <li>o Single statement or addition to existing item – same day turnaround</li> <li>o All other material e.g. new news items or photos – next day turnaround</li> </ul> </li> <li>- LinkedIn HIMAA Page – initiate or contribute comment individually (encourage branch to respond)             <ul style="list-style-type: none"> <li>o Branch LinkedIn pages are an option also – contact IT Department</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>A mentoring scheme involving HIMAA members through their Branch (pending)</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- Register of Mentors</li> <li>- HIMAA Membership Officer support for the scheme</li> <li>- Initial Mentor orientation teleconference and module</li> <li>- Mentee Mentor matching contact</li> <li>- Re-matching contact as required</li> <li>- Networking opportunities for mentors</li> <li>- Mentor ~ Mentee networking opportunities at HIMAA events and by teleconference</li> </ul> <p>Require: by <b>HIMAA Membership Officer</b></p> <ul style="list-style-type: none"> <li>- Mentor feedback (facilitated by HIMAA Membership</li> </ul>	



	<p>Officer)</p> <ul style="list-style-type: none"> <li>- Mentee feedback (facilitated by HIMAA Membership Officer)</li> <li>- Mentor notification to HIMAA Membership Officer when relationship ends.</li> </ul>	
<ul style="list-style-type: none"> <li>• National sponsorship register</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- Marketing &amp; Events Manager management</li> <li>- Upon Request State-specific potential sponsors</li> <li>- Branch sponsorship option in Conference sponsorship package</li> <li>- Sponsorship component from Conference – 2 months prior to conference</li> <li>- Sponsor logos as required (e.g. from Conference)</li> </ul> <p>Require: by <b>HIMAA Marketing &amp; Events Manager</b></p> <ul style="list-style-type: none"> <li>- one week’s notice for reports on state- or territory-specific sponsors and sponsorship status</li> <li>- branch additions or changes – to Marketing &amp; Event Manager asap (3-day turnaround)</li> <li>- sourcing sponsor requirements for branch publicity and mounting of Conference sponsored events</li> </ul>	
<ul style="list-style-type: none"> <li>• Presidential or CEO visit to Branch event at least once a year</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- Funding for National President to attend a Branch event once every financial year</li> </ul> <p>Require: by <b>National President</b></p> <ul style="list-style-type: none"> <li>- 2 minimum months’ notice of the event (preferably as part of an annual program of events)</li> <li>- Negotiation of the event to optimise Presidential attendance</li> </ul>	

<ul style="list-style-type: none"> <li>• CHIM or CHIP status in HIMAA's Professional Credentialing Scheme</li> </ul>	<p>Provide:</p> <ul style="list-style-type: none"> <li>- Advice and information updates on credentialing scheme.</li> </ul>	
<p><b>Branches provide:</b></p>	<p><b>Guidelines</b></p>	
<ul style="list-style-type: none"> <li>• Balanced budget management of finances with profit retention</li> </ul>	<p>Branch budget status can be provided in cash flow report on request (5 working days' notice required)</p>	
<ul style="list-style-type: none"> <li>• Reporting to the HIMAA Board</li> </ul>	<p>Reporting template provided by HIMAA Executive Support Officer with each reminder to Branch Convenors; quarterly and annual reports</p>	
<ul style="list-style-type: none"> <li>• Branch Convenor <i>or delegate</i> participation in national monthly BC Committee teleconference with HIMAA President.</li> </ul>		
<ul style="list-style-type: none"> <li>• Communication and engagement protocols within the Branch (e.g. contacts, sign off) to ensure HIMAA staff delivery of a service is single contact and achievable in a timeframe to meet staff quality expectations, including timely and respectful communication with HIMAA staff</li> </ul>		
<ul style="list-style-type: none"> <li>• Restraint from providing operational direction to</li> </ul>		

HIMAA staff in recognition that this is a management role and responsibility		
<ul style="list-style-type: none"> <li>• Communication of national initiatives through branch events, email and communication.</li> </ul>		
<ul style="list-style-type: none"> <li>• Participation in delivery of the HIMAA strategic plan</li> </ul>		
<ul style="list-style-type: none"> <li>• Advice to HIMAA Board of state and/or territory issues and opportunities of national significance for the profession.</li> </ul>		
<ul style="list-style-type: none"> <li>• Invitation to President or CEO to at least one branch event annually.</li> </ul>	HIMAA National Office will fund this visit, as indicated under National Office service provision above.	
<ul style="list-style-type: none"> <li>• Programming of branch events to avoid competition with the national HIMAA annual conference.</li> </ul>	As a guideline, avoid programming branch PD events within a couple of months prior to the conference, particularly if programmed content is also on the conference program. Obviously local circumstances will require common sense.	
<ul style="list-style-type: none"> <li>• An annual joint networking opportunity with members, at no cost to members.</li> </ul>		

This agreement is subject to periodic review by the Branch Convenors Committee

Reviewed September 2017

## **Appendix 2 - Branch Committee Leadership Roles and Responsibilities**

### **1. INTRODUCTION**

Using the HIMAA Board-endorsed Branch Terms of Reference and other Board-endorsed governance documents\*, the Convenor, also known as Chair, assumes the Principal Leadership Role for the Branch regardless of the size or formality of the Branch.

The Convenor should read and apply the roles segment below based on the formality of the relevant Branch Committee, noting minimum requirements apply to all Branches.

Where a Branch Committee exists the role descriptions below can be delegated by the Convenor through Branch consensus. Variations to the role descriptions are managed by the Branch Convenors Meeting held with the National President and CEO of HIMAA on a regular basis.

\*Refer also to:

Appendix1 - HIMAA National Office Branch Service Agreement

Appendix 2 - Branch Committee Leadership Roles and Responsibilities

Appendix 3 – HIMAA Stakeholder Engagement Policy

Appendix 4 - Principles of Professional Practice

### **2. CONVENOR/ CHAIR**

The Convenor of each Branch is responsible for reporting branch activity to the Board. This may be through formal/ informal Committee structure depending on the size of the Branch and may be achieved by:-

- Leading the Branch Committee and Members in meeting HIMAA goals/objectives.
  - a. Organising and facilitating branch and Branch Committee meetings, including:
    - Securing a meeting venue;
    - Chairing the meeting;
    - Co-ordinating attendee's in advance of the meeting;
    - Confirming the Agenda;
    - Circulating the Agenda at least one working week prior to a meeting;

- Nominating a Proxy or delegate when unavailable.
- b. Developing and leading a Board-approved Committee structure of leadership roles to fulfil functions delegated to them by the Convenor. (Refer **Appendix 2** *Branch Committee Leadership Roles and Responsibilities*).
- c. Implementing Board-approved meeting and Committee proceedings that enable effective, adequate and appropriate functioning and recording of the Committee.
- d. Organising Expressions of Interest through the National Office as required to replace any Branch vacancies.
- e. Maintaining a current list of Branch Committee members with the HIMAA Membership Officer, including monitoring of members added or removed from time to time.
- f. Liaising with HIMAA National Office to access Branch Services, as detailed in the *Branch Service Agreement*, showing respect to all staff members, and ensuring any contact with National Office staff is with the knowledge of the CEO, as the Board's delegated authority for all operations.
- g. Monitoring/ financial management of Branch budget according to the national branch pricing policy;
- h. Maintaining the Branch website, in consultation with the National Office as needed;
- i. Organising branch initiatives within budget to support and engage Branch members in line with HIMAA's strategic plan, as agreed to by the Branch Committee;
- j. Liaising with other Branch Convenors including participation in National Branch Convenors meetings and events.
- k. Branch communication through Board-approved HIMAA communication channels such as eNews and eNewsletters.
- l. Managing Branch correspondence;
- m. Facilitating the formation of Branch Committee Working Groups as required by the Branch Committee;

- n. Attending ceremonies and presenting achievement and acknowledgement awards;
- o. Organising Branch events, particularly for networking and professional development;
- p. Enhancing relationships with other professional groups and agencies as appropriate and in accordance with HIMAA's *Stakeholder Engagement Policy*; See **Appendix 3**.
- q. Submission of quarterly and annual Branch reports to HIMAA Board;
- r. Delegating **(e)** to **(q)** above to leadership roles according to a Board-approved Committee structure of roles and responsibilities (See **Appendix 2**).

The Convenor, or their delegate, may approach the National Office for assistance with events in keeping with the *Branch Service Agreement*.

- Ensuring the following:
  - A minimum of one report, in time to articulate with the annual HIMAA Board reporting, is required. Reports are quarterly for formalised Branch Committees, one of which is for the HIMAA annual report. The Convenor is also responsible for compiling and writing a Branch contribution to the HIMAA Annual Report.
  - Handover between incoming and outgoing Branch Committee/ Executive members.
- As delegated by HIMAA National President represent the Branch to all key stakeholders, including:
  - Liaising with Schools of Health Information Management regarding career marketing promotions;
  - Government Departments,
  - Community groups, and
  - Other Professional bodies.
- Enhance relationships with other professional groups and agencies.

### **3. DEPUTY CONVENOR/ CHAIR**

- Develop and coordinate Branch Goals and Objectives in line with HIMAA National Strategy.
- Provide advice and support to Branch Convenor.
- Proxy for Branch Convenor when required.
- Assist in the development of Branch responses to briefing papers.
- Provide assistance at Branch functions.
- Develop and coordinate sponsorship strategies.
- Develop and coordinate Branch events program.
- Develop and coordinate membership strategies.
- Coordinate member consultation/feedback/surveys.

### **4. SECRETARY**

- Receive, log and distribute correspondence.
- Organise and record Branch Committee meetings.
- Organise annual nomination processes.
- Organise Branch meetings when required.
- Prepare agenda and minutes.
- Prepare Action List.
- Follow up Action List.
- Maintain Branch files/archives.
- Maintain Branch membership lists and reports.
- Maintain Branch e-mail groups.
- Provide assistance at Branch functions.

### **5. TREASURER**

- Ensure branch expenses are paid.
- Ensure branch income is accurately documented.
- Monitor accounts in accordance with HIMAA National Office financial procedures for Branches
- Provide reports to Branch Committee and HIMAA Director Finance and Operation Services<sup>1</sup> liaising as required with all parties.
- Prepare financial reports for the branch in conjunction with the HIMAA National Office, as a minimum once per year to align with annual HIMAA reporting to the membership, but quarterly where Branch is more formally structured.

- Prepare a branch annual budget in accordance with Branch goals and objectives aligned to HIMAA National strategies
- Collect payments at Branch Functions, and provide receipts to members.

## **6. MEMBERSHIP OFFICER**

- Develop and coordinate membership strategies with Branch Committee/ Leadership.
- Write and distribute Branch *Welcome Letter* to new members.
- Ensure a current list of Branch Committee members is maintained by the branch and the National Office.
- Organise Branch events.
- With the Deputy Convenor, implement membership strategies.
- Liaise with the Membership and Events Manager, HIMAA National Office, to facilitate support from the HIMAA National Office for Branch events.
- Support Branch Committee/ Leadership in co-ordinating member consultation/ feedback/surveys.
- Provide assistance at Branch functions.

## **7. HIM STUDENT REPRESENTATIVE (non-voting member)**

- Keep Branch Executive up-to-date with HIM student needs and issues.
- Promote Branch and National Activities to HIM students.
- Represent HIM students on Relevant Subcommittees.
- Encourage Student Membership.
- Provide assistance at Branch Functions.
- Maintain contact with students after graduation to promote HIMAA membership.

## **8. WEBSITE CO-ORDINATOR**

- Liaise with National Office HIMAA IT functionary on website content, issues or other required support and advice.
- Co-ordinate and maintain Branch website.
- Provide video service for Branch PD events (for posting to HIMAA library of Professional Development events).
- Provide assistance at Branch functions.



## Appendix 3: HIMAA Stakeholder Engagement Plan

### Definition

While the term 'stakeholder' is traditionally of legal origin, to define one with an interest in a financial 'stake' yet to be determined in law, today stakeholders are generally understood to be parties with a mutual interest or 'stake' in an issue(s) or matter(s) of mutual interest. This is how the term 'stakeholder' is understood in this document.

### Introduction

The Health Information Management Association of Australia Inc. (HIMAA) has identified 53 organisations with which it seeks stakeholder engagement. In a separate Stakeholder Engagement Matrix, HIMAA has classified levels of engagement based on the following criteria:

- Status of relations
- Level of engagement desired by HIMAA
- Degree of functionality

The purpose of this plan is to detail how the Stakeholder Engagement Matrix will be operationalised.

#### Status of relations

The status of relationship is divided between established stakeholder relationships and stakeholders with whom contact is yet to be made. The former is assumed in the matrix, whereas the latter status is signified in either the Type of Engagement or Comments columns of the matrix as *Yet to contact* or *no contact* or *no formal contact*.

#### Level of Engagement Desired by HIMAA

The HIMAA Board has adopted an adaptation of the International Association of Public Participation (IAP2) levels of community participation. This is because, of available categories of stakeholder engagement, IAP2 levels of participation have been benchmarked in some Australian states and New Zealand and, as such, may support HIMAA benchmarking of its levels of stakeholder engagement.

The HIMAA adaptation of IAP2 entails the following levels of engagement:

HIMAA's IAP2 Level	HIMAA's Stakeholder Engagement Goal
<b>Inform</b>	To provide the stakeholder(s) with balanced and objective information to assist them in understanding activities, issues, alternatives, opportunities and/or solutions of interest or value to HIMAA.
<b>Consult</b>	To obtain stakeholder feedback on matters of interest or value to HIMAA, including policies, analysis, alternatives and/or decisions.
<b>Involve</b>	To work directly with the stakeholder to ensure that stakeholder views, concerns and aspirations are consistently understood, considered and

	respected in relation to issues of mutual interest.
<b>Collaborate</b>	To collaborate with the stakeholder on matters of mutual interest, including shared decision-making in the development of options, identification of preferred solutions, and working towards realisation of these
<b>Partnership</b>	To work in an arrangement of formal commitment with the stakeholder towards the joint achievement of goals of mutual interest, including advocacy and policy or program development.

### Degree of functionality

The degree of functionality of the stakeholder relationship is colour coded in the Matrix. Degrees are:

<b>Degree of Functionality</b>	<b>Description</b>
Working functional relationships with MoU	Stakeholders with whom HIMAA has achieved an IAP2 level of collaboration, as recognised by a memorandum of understanding
Working functional relationship	Stakeholders with whom HIMAA has a working relationship at Consult or Involve levels of IAP2
Information/representation relations	Stakeholders with whom HIMAA may have representational status, or with whom HIMAA merely seeks an informational relationship
Aspirational relations	Stakeholders with whom HIMAA seeks either to form a relationship or to raise the level of relationship from one IAP2 level to the next.
Unstable relations	Stakeholders with whom HIMAA has a relationship which has become untrustworthy or unreliable, but which may nevertheless need to be addressed by HIMAA at some level i.e. risk managed
Barrier relations	A one-sided relationship in which the barrier stakeholder has regulatory or legislative control over HIMAA

### **Current State**

HIMAA has established relationships with 37 stakeholders:

- 5 at MoU level

- 10 x working, functional relationships (varying degrees of functionality)
- 9 x aspirational
- 9 x inform/representation
- 3 x unstable
- 1 x barrier

### Engagement Plan

HIMAA will manage its engagement with stakeholders in the Stakeholder Engagement Matrix using the following range of activities:

Strategy	Description
eNews	HIMAA will deliver a dedicated Stakeholder eNewsletter on a quarterly basis, which communicates to stakeholders HIMAA issues and activities of strategic, policy or profiling value.
Contact	HIMAA will contact the stakeholder as needed for specific consultation and, at IAP2 levels Involve and above, also with regular touch-base phone calls on at least an annual basis depending on the IAP2 level i.e. Involve annually or quarterly, Collaborate quarterly or monthly. Contact will be recorded in the Comments field of the current Stakeholder Matrix, or in a dedicated 'current state' field in a future CRM.
Invite	Invitations are issued by HIMAA for stakeholder engagement in submissions, policy development and forums to provide feedback on submissions, policies and strategic issues.
Engage	Stakeholders are actively engaged at written, teleconference and meeting levels with a view to involving them meaningfully in HIMAA decision-making at a strategic level
Outputs	HIMAA engagement with stakeholders focuses not just on HIMAA decision-making but on joint outputs, such as advocacy, submissions and media, on which HIMAA and the stakeholders share consensus
Outcome	HIMAA engagement with stakeholders begins with a commitment to joint outcomes from outputs, and joint evaluation of joint activity.

In terms of IAP2 level of engagement, activities will be undertaken as follows (where column 'No.' is the number of stakeholders in that level of IAP2 engagement):

IAP2	No.	eNews	Contact	Invite	Engage	Outputs	Advocacy	Outcome
Inform	10	√						
Consult	24	√	√	√				
Involve	11	√	√ regular	√	√			
Collaborate	8	√	√ regular	√	√	√	√	
Partnership	0	√	√ regular	√	√	√	√	√

In relation to **unstable stakeholder relationships**, HIMAA will evaluate these stakeholders as risks in its Risk Register and manage risk in relation to them.

## Evaluation

HIMAA's performance in stakeholder engagement will be measured by:

- Adherence to this plan
- Success in desired aspiration for stakeholders at that level of functionality
- Leadership outcomes exercised by HIMAA in stakeholder engagement e.g. profiling, submissions made, advocacy meetings with target stakeholder, advocacy outcomes

Stakeholder performance will be measured by:

- Responsiveness to HIMAA engagement as appropriate to level of engagement
- Responsiveness to aspirational engagement by HIMAA
- Engagement of HIMAA in their initiatives, by level of engagement
- Advocacy outcomes in which HIMAA has been involved

An annual evaluation report will be presented to the P&AWG to inform their annual review of the Stakeholder Engagement Matrix (see Document Management below).

## Document Management

- The **Stakeholder Engagement Matrix** will be maintained as changes in status, level of engagement and functionality indicate.
- **New stakeholders** will be added and **existing stakeholders retired** as directed by the HIMAA Board's Positioning & Advocacy Working Group (P&AWG) or the Board itself.
- The P&AWG is delegated **primary responsibility** for, through the CEO or delegate, maintenance and implementation of the Matrix and Plan.
- The Matrix is to be **reviewed** by the P&AWG annually.
- The aim is to move the Matrix to a Client Relations Management system as soon as this becomes affordable and achievable.

Richard Lawrance  
HIMAA CEO  
28 September 2016

## Appendix 4: HIMAA Member Principles of Professional Practice

This document replaces the HIMAA Code of Ethics of 1992 and 2005. The HIMAA Member Principles of Professional Practice was developed by the HIMAA Practice Quality & Safety Standards Committee and approved by the HIMAA Board on 22 February 2015.

HIMAA members commit to upholding these principles as a condition of membership.

1. Advocate, uphold, and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information taking into account applicable legislation.
2. Show courtesy to and respect the rights of all professional colleagues.
3. Undertake their professional duties in an ethical, efficient, legitimate, safe and responsible manner.
4. Not engage in (and report) dishonesty, fraud, deceit, misrepresentation or other forms of illegal or unethical conduct that adversely reflect on the profession or the individual's fitness for membership in the profession.
5. Make determinations within the professional scope of assigned responsibilities and knowledge.
6. State truthfully and accurately any professional credentials, education and experience.
7. Discharge honourably the responsibilities of any national or branch/network association position.
8. Advance health information management knowledge and quality practice through continuing participation in education, research, publications, presentations and interdisciplinary collaboration.
9. Recruit and mentor students, staff, peers and colleagues to develop and strengthen the professional workforce.
10. Contribute to the planning and proactive development of services which enable individuals within the community to achieve optimum health.